

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Meeting Minutes
<https://us02web.zoom.us/j/84510234590>

July 10, 2024

Meeting commenced at: 6:35.

Roll Call

Lizabeth Osborne (President) ✓
Deb Kauffman-Watson (Trustee) ✓
Lisa Kofoed (Trustee) ✓
Erin Monaghan (Trustee) ✓
Holly Wasion (Trustee) ✓

Present:

- Jessie Schafer (Director) ✓
- Seth Goodspeed (Vice President/Acting Secretary) ✓

Absent:

- Annika Pettitt (Secretary)
Erin Monaghan

Meeting Minutes:

On a motion by Lisa and seconded by Liz, the June 12, 2024 minutes were unanimously approved. (unanimously approved / approved / not approved)

Open Forum:

Welcome Holly. Two new board members, Holly and Erica. Hope to have Annika back next month w/ Herbert?

Financial Condition Report:

- A/C serviced (June big spending) (July minimal spending)
- Oasis Electric out for work (wiring lighting / fire panel)
- Librarian - computer management system (love it!)
- Summer library bills (programs) - ~~Also~~ Sponsors fund grand prizes for summer program, very exciting for all

Director's Report:

See meeting packet for additional notes

- contacted guy had to start program in the bathroom (4 birds) + staff and library users
- extra money on eBooks and e Audiobooks (1000+ over last year)
- more permanent drainage grate for covered building - help reduce sinkhole issues - water away from foundation - should insist on this
- new fire panel communicates with company and fire dept.
- no real need for Mainstay - some computers occasionally freeze
 - updates causing this?
 - security, cameras may need updated (DVR system has died need replaced, will get quote for this
 - recommended by other city staff and PD to get replaced
 - some Switch games want missing / now behind computer
- Summer library program going great! Over 300 sign ups so far. Good showing for this!
- Alyssa won't spend a lot of time on teen programs right now with limited attendance

motion approved
 - Lisa
 - Holly
 - unanimously approved

- Now have a few Blue Boys and players for circulation
- Story time well attended this summer (about 20 this summer)
- Erin (WBB Park and Rec) doing test time and visiting parks in town
- More people using computers day to day increasingly those numbers for computer usage
- Gardening program was popular when that got place
- Senior library programs? Tech, fitness
 - Need in the community
 - work with city, Park and Rec
 - Adult programs seem to draw mostly seniors

Discuss/Approve quote for downspouts and drainage tiling from Lynch's Excavating:

Moved by Deb and seconded by Lisa, the motion to accept the quote was unanimously approved

Discuss/Approve Revisions to Media Use Policy/new Equipment Policy:

- updated and clarified
 - employee use
 - staff/city use
 - loaned equipment

Moved by Liz and seconded by Deb, the motion to accept the policy updates as suggested by the staff was unanimously approved

Discuss/Approve Revisions to Borrowing Policy:

- hand in hand w/ equipment policy
- West Branch School District was confusing
- updated who can be issued a library card
- registration clarification
- no reference section any more
- updated overdue item notification section - long example items being discussed

Moved by Lisa and seconded by Liz, the motion to accept the policy updates as suggested by the staff was unanimously approved

police proactive 3 about this if requested.

Discuss/Approve 2024 Strategic Plan Process:

- Becky Hibel recommends not doing surveys
- Received community input 3 years ago
- City investing into a comprehensive plan library, can be included in
- A few people can be a part of a planning session - come up with a 3/yr plan
- or - 1 yr plan with minimal goals which would include working with city plan - Adam has come to Jassi to include her on the city's plan

Moved by _____ and seconded by _____, the motion to accept the strategic plan process as discussed was _____.

Adjourn

The meeting was adjourned at 7:39.

Next Meeting is August 14th at 6:30pm.

- look at census data to see if major changes to the community
- compare our library to other IAT libraries our side
- celebrate diversity in community
- come up w/ 1 yr plan and work w/ city planning
- Plans based on calendar year
- Target October for Becky to come lead a planning meeting
 - shortened board meeting then include planning meeting
- August read chapters 11, 12