



West Branch Public Library
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West Branch, IA 52358

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www.wbpl.org

Board of Trustees Meeting

September 11, 2024, 6:30pm

West Branch Public Library Community Room

Online Attendance is available at <https://us02web.zoom.us/j/84510234590>, by phone at 1-312-626-6799, or by a Zoom application on mobile device with meeting code 845 1023 4590.

Roll Call

Approve agenda

Approve minutes
August 14

Open Forum

Financial condition report and approval of expenditures
August 2024
September 2024 in progress

Director's Report

Discuss/Approve quote for upgraded security camera system from Mainstay Systems

Discuss/Approve Revisions to Bylaws (requires supermajority of 5)

Discuss/Approve Revisions Telephone Policy

Discuss strategic training on October 23 and set time

Training

Discuss chapter 13 of the Library Trustee Handbook

Next meeting

Next meeting October 9 @ 6:30pm

Adjourn

Staff

Library Director: Jessica Schafer
Public Services Librarian: Kat Korsmo

Board of Trustees

Lizabeth Osborne, President · Seth Goodspeed, Vice President · Annika Pettitt, Secretary
Lisa Kofoed · Deb Kauffman-Watson · Erin Monaghan · Holly Wasion

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

August 14, 2024

Meeting commenced at: 6:37 PM

Roll Call

Present:

- Jessie Schafer (Director)
- Annika Pettitt (Trustee/Acting Secretary)
- Lizabeth Osborne (President)
- Deb Kauffman-Watson (Trustee)
- Holly Waison (Trustee)
- Erin Monaghan (Trustee)

Absent: N/A

- Seth Goodspeed (Vice President)
- Lisa Kofoed (Trustee)

Meeting Agenda and Minutes:

On a motion by Trustee Kauffman-Watson the agenda for the meeting was unanimously approved.

On a motion by Trustee Waison and seconded by Trustee Osborne, the July 10 2024, minutes were unanimously approved.

Open Forum:

Hometown Days was a success, while the library wasn't directly involved, staff did coordinate with PBS for the STEAM trailer and activities.

Financial Condition Report:

Salary and insurance information will come later from the city, as expected.

Jessie replaced one of the mobile hotspots that are available for circulation, not replacing both of them as there hasn't been a waiting list for them this summer.

On a motion by Trustee Kauffman-Watson and seconded by Trustee Moghnehan the financial report was unanimously approved.

Director's Report:

See meeting packet for additional notes

Additions to the Packet:

Jessie has now received 3 applications for Alyssa's position and thinks all three are solid applicants. Interviews will begin soon.

Discuss/Approve Revisions to Confidentiality Policy:

Moved by Trustee Pettitt and seconded by Trustee Kauffman-Watson, the motion to accept the policy updates as suggested by the staff was unanimously approved.

Discuss/Approve Removal of Library Social Media Policy and Adoption of City Social Media Policy:

Moved by Trustee Osborne and seconded by Trustee Pettitt, the motion to accept the revised policy updates as suggested by the staff was unanimously

Discuss potential dates for strategic planning session with Becky Heil

Targeting Wednesday October 23rd starting around 5 or 6 PM. Jessie will coordinate with Becky Heil to schedule.

Discuss/Approve closing the library on Sunday, September 15 and Sunday, September 22 due to staff shortage:

Moved by Trustee Kauffman-Watson and seconded by Trustee Monaghan, the motion to approve the closure of the library on Sunday, September 15 and Sunday, September 22

Trustee Training:

Trustees read chapters 11 and 12 from the handbook.

Trustee Training Time (30 minutes and 10 minutes):

Start Time: 7:15 PM

End Time: 7:25PM

Trustees should read chapter 13 of the handbook in preparation for the next meeting.

The meeting was adjourned at 7:26

Next Meeting is September 11th at 6:30pm

August 2024

	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240		ALA - Leadership webinar	\$ 79.00	CREDIT CARD - 24686
			Subtotal	\$ 79.00	
Building Maintenance	031-5-4-410-6310		Amazon - shears, trash bags	\$ 33.76	
			Plunkett's Pest Control - scheduled pest control	\$ 50.00	8675626
			Plunkett's Pest Control - scheduled pest control 8/7/24	\$ 50.00	8714371
			Amazon - replace broken umbrella	\$ 52.99	
			Johnson Controls - fire alarm test & inspect	\$ 391.19	24247795
			Johnson Controls - alarm & detection - monitoring	\$ 658.30	24247823
			Summit Fire Protection - annual fire extinguisher servicing	\$ 89.97	189011874
			Subtotal	\$ 1,326.21	
Utilities	031-5-4-410-6371		Alliant	\$ 695.36	
			Subtotal	\$ 695.36	
Telephone	031-5-4-410-6373		Liberty	\$ 238.72	
			Subtotal	\$ 238.72	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 455.00	1102
			Subtotal	\$ 455.00	
Advertisement/Legal	031-5-4-410-6414			\$ -	
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		Google Workspace - library email accounts, paid by credit card	\$ 36.00	5027798464
			Subtotal	\$ 36.00	
Contract Payments	031-5-4-410-6498		Biblionix - annual renewal - circulation/catalog software	\$ 1,870.00	10231
			Subtotal	\$ 1,870.00	
Office Supplies	031-5-4-410-6506		Demco (date due slips, new stamp)	\$ 51.22	7512253
			Subtotal	\$ 51.22	
Postage and Shipping	031-5-4-410-6508		Pitney Bowes - postage refill + late charge + finance charge	\$ 143.60	August 4, 2024
			Subtotal	\$ 143.60	
Programs	031-5-4-410-6599	SLP	Amazon (prizes and program supplies)	\$ 57.80	
			Subtotal	\$ 57.80	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	16928219
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761			\$ -	
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ 128.43	
			Baker & Taylor	\$ 423.48	
		Youth	Amazon	\$ 65.47	
			Baker & Taylor	\$ 147.66	
		Electronic	Kanopy (streaming video)	\$ 39.00	410308
			Overdrive	\$ 483.75	06497CO24221056
		DVD	Amazon	\$ 104.86	
			Walmart	\$ -	
		Library of Thing	Amazon	\$ 205.30	
			Subtotal	\$ 1,597.95	
			Total	\$ 6,692.88	

September 2024

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210			\$ -	
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240			\$ -	
			Subtotal	\$ -	
Building Maintenance	031-5-4-410-6310		AMAZON - paper towels, disinfecting wipes	\$ 54.04	1DD6-MX1V-47T4
			AMAZON - turtle/fish supplies	\$ 21.21	1JPN-Y9W4-6JXX
			Subtotal	\$ 75.25	
Utilities	031-5-4-410-6371		ALLIANT	\$ -	
			Subtotal	\$ -	
Telephone	031-5-4-410-6373		LIBERTY	\$ -	
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 350.00	1107
			Subtotal	\$ 350.00	
Advertisement/Legal	031-5-4-410-6414			\$ -	
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		MOBILE BEACON - hotspot annual renewal x 2	\$ 240.00	038059-20240822-1916
			GOOGLE WORKSPACE - library email accounts, paid by credit card	\$ 36.00	5056006364
			Subtotal	\$ 276.00	
Contract Payments	031-5-4-410-6498			\$ -	
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506			\$ -	
			Subtotal	\$ -	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage meter lease	\$ 77.37	3319485697
			Subtotal	\$ 77.37	
Programs	031-5-4-410-6599			\$ -	
			Subtotal	\$ -	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	17085428
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761			\$ -	
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 38.58	
			BAKER & TAYLOR	\$ 525.88	
		Youth	AMAZON	\$ -	
			BAKER & TAYLOR	\$ 229.70	
		Electronic	KANOPY	\$ 28.00	414984
			OVERDRIVE - ebooks	\$ 122.48	36 ; 06497CO24261294
			OVERDRIVE - audiobooks	\$ 217.49	06497CO24261294
		DVD	AMAZON	\$ 57.86	
			WALMART	\$ -	
		Other	DES MOINES PUBLIC LIBRARY - lost interlibrary loan replacement	\$ 23.00	279
			Subtotal	\$ 1,242.99	
			Total	\$ 2,163.63	

West Branch									
Type	July	August	September	October	Budgeted	Expended	Remaining \$	Average	Percent remaining
Full-Time Salaries	\$ 9,152.20	\$ 9,152.20	\$ -	\$ -	\$ 96,498.00	\$ 18,304.40	\$ 78,193.60	\$ 6,101.47	81.03%
Part-Time Salaries	\$ 2,183.55	\$ 1,621.80	\$ -	\$ -	\$ 24,804.00	\$ 3,805.35	\$ 20,998.65	\$ 1,268.45	84.66%
Dues/Memberships - 6210	\$ -	\$ -	\$ -	\$ -	\$ 360.00	\$ -	\$ 360.00	\$ -	100.00%
Travel and Conference - 6240	\$ -	\$ 79.00	\$ -	\$ -	\$ 600.00	\$ 79.00	\$ 521.00	\$ 26.33	86.83%
Building Maintenance - 6310	\$ -	\$ 1,326.21	\$ 75.25	\$ -	\$ 14,000.00	\$ 1,401.46	\$ 12,598.54	\$ 467.15	89.99%
Utilities - 6371	\$ 601.31	\$ 695.36	\$ -	\$ -	\$ 9,900.00	\$ 1,296.67	\$ 8,603.33	\$ 432.22	86.90%
Telephone - 6373	\$ 238.39	\$ 238.72	\$ -	\$ -	\$ 2,868.00	\$ 477.11	\$ 2,390.89	\$ 159.04	83.36%
Janitorial Expense - 6409	\$ 385.00	\$ 455.00	\$ 350.00	\$ -	\$ 5,785.00	\$ 1,190.00	\$ 4,595.00	\$ 396.67	79.43%
Advertisement/Legal - 6414	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ -	100.00%
Technology Services - 6419	\$ 121.99	\$ 36.00	\$ 276.00	\$ -	\$ 6,500.00	\$ 433.99	\$ 6,066.01	\$ 144.66	93.32%
Contract Payments - 6498	\$ -	\$ 1,870.00	\$ -	\$ -	\$ 2,400.00	\$ 1,870.00	\$ 530.00	\$ 623.33	22.08%
Office Supplies - 6506	\$ -	\$ 51.22	\$ -	\$ -	\$ 2,000.00	\$ 51.22	\$ 1,948.78	\$ 17.07	97.44%
Postage and Shipping - 6508	\$ 144.52	\$ 143.60	\$ 77.37	\$ -	\$ 1,500.00	\$ 365.49	\$ 1,134.51	\$ 121.83	75.63%
Programs (Misc) - 6599	\$ 545.10	\$ 57.80	\$ -	\$ -	\$ 6,200.00	\$ 602.90	\$ 5,597.10	\$ 200.97	90.28%
Office Equipment - 6725	\$ 451.08	\$ 142.02	\$ 142.02	\$ -	\$ 3,000.00	\$ 735.12	\$ 2,264.88	\$ 245.04	75.50%
Capital Improvements - 6761	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	100.00%
Collections - 6770	\$ 1,892.18	\$ 1,597.95	\$ 1,242.99	\$ -	\$ 23,100.00	\$ 4,733.12	\$ 18,366.88	\$ 1,577.71	79.51%
Library Account total	\$ 15,715.32	\$ 17,466.88	\$ 2,163.63	\$ -	\$ 201,215.00	\$ 35,345.83	\$ 165,869.17	\$ 11,781.94	88.51%
Operating (non-collections)	\$ 4,670.94	\$ 6,716.73	\$ 920.64	\$ -			\$ 77,572.24		

August 2023

	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Training/Education	031-5-4-410-6230				
			Subtotal	\$ -	
Building Maintenance	031-5-4-410-6310		D&R Pest Control (bi-monthly service)	\$ 70.00	106143
	coded as 6320		Walmart	\$ 13.76	1650462380
			Home Depot Pro Institutional (restroom supplies)	\$ 98.92	757624531
			SUMMIT COMPANIES (annual fire ext service)	\$ 234.63	189008368
	changed from 6495 11/16		Johnson Controls	\$ 658.30	23661105
	changed from 6495 11/16		Johnson Controls	\$ 391.21	23661183
			Subtotal	\$ 1,466.82	
Utilities	031-5-4-410-6371		Alliant	\$ 800.78	
			Subtotal	\$ 800.78	
Telephone	031-5-4-410-6373		Liberty		
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 402.50	1047
			Subtotal	\$ 402.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		GoDaddy (webmaster email renewal) paid by credit card	\$ 35.82	Customer #17436178
			Amazon (returned battery for tablet)	\$ (18.99)	
			Google (email and online server file storage) paid by credit card	\$ 30.00	4775837391
			Mobile Beacon (annual mobile hotspot renewal) pd by credit card	\$ 360.00	A-038059-20230810-1525
			Subtotal	\$ 406.83	
Contract Payments	031-5-4-410-6498		Biblionix (annual renewal - circulation/catalog software)	\$ 1,880.00	9221
			Subtotal	\$ 1,880.00	
Office Supplies	031-5-4-410-6506		Demco (processing supplies)	\$ 92.41	7343582
			Subtotal	\$ 92.41	
Postage and Shipping	031-5-4-410-6508		Pitney Bowes (postage meter refill) (\$200- \$17.20 pd by City Office)	\$ 182.80	pmt due 8/30/23
			Subtotal	\$ 182.80	
Programs	031-5-4-410-6599	SLP	Walmart (prizes)	\$ 39.74	1650462380
			Subtotal	\$ 39.74	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	15114940
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ 131.88	
			Baker & Taylor	\$ 1,139.32	
		Youth	Amazon	\$ 56.71	
			Baker & Taylor	\$ 494.93	
		Electronic	Kanopy (streaming video)	\$ 30.00	359523
			Overdrive	\$ 474.30	06497CO2327259
		DVD	Amazon	\$ 109.02	
			Walmart	\$ -	
			Subtotal	\$ 2,436.16	
			Total	\$ 7,850.06	

Library Facilities

- **Building/Grounds:**
 - We've had a toilet with a minor leak. Public Works was able to replace the flapper so we didn't have to call a plumber.
 - Public Works also finished building the last picnic table and placed it on the platform of the old gazebo. They mounted the dedication plaque so it's all done! Since that is a naturally shady area, we do not plan to add an umbrella.
- **Mainstay IT:**
 - Received a quote for an upgraded security camera system.



Library Staff/Service

- **Programming Librarian**
 - **We explored all available options, and have decided to hire Mary Buol, a retired West Branch teacher with extensive experience working with children's literacy and knowledge of the community.** She is not eligible to work until December, so we will be short-staffed and have minimal programming for the fall. While this is not ideal in the short term, we feel Mary's qualifications made her the best long-term option for our patrons.
 - **Hiring process**
 - We received four applications for the job. One was a high school student who did not meet the minimum qualifications, but we interviewed the other three.
 - One candidate did not have any experience planning programs or children's lessons/activities, and did not seem to understand the job description. We felt she would not be a good fit.
 - The other two were both great candidates. When we found out Mary was ineligible to go back to work until December due to IPERS, we formally offered the job to the other applicant, but she did not accept because she was looking for a higher salary and benefits.
 - I spoke to many people involved and we decided to offer the job to Mary after all, understanding that she won't be able to start for three months. The city administrator is on board with this and has been advocating for the library and helping us explore options for the fall. Parks & Recreation will help when available, we have had offers for volunteers, and city office staff have offered to run errands. Becky Knoche is still on the payroll to help when she can.
- **Kat will be on vacation from September 16-28.** We will be closed Sunday, September 22. I will be working the desk the rest of the time. Becky will do storytimes and I have guests scheduled for both early release Wednesdays to help occupy the children.
- **Fall Programs**
 - **Friday storytimes** at 10:15am: Becky Knoche and Erin Laughlin, the Parks & Recreation director, will help us with storytimes so those will continue. We have a special storytime scheduled on September 13 for Professional Women in Building Week!
 - **STEAM nights** on the third Wednesday of the month at 6:00pm
 - **Early release programs** are only happening as special events (Sarah Subbert on September 18, craft program on September 25), but we will be providing snacks for kids and there are plenty of games and activities to keep them busy. (Most use computers anyway.)
 - **Book Discussion:** Tuesday, September 17 at 7:00pm - Mad Honey by Jodi Picoult

August 2024

Circulation

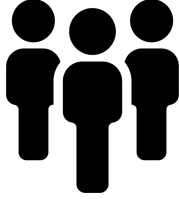


2340

July: 2774

August 2023: 2591

Visitors

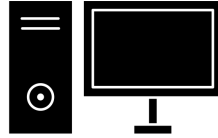


925

July: 1221

August 2023: 1201

Computer Use



254 sessions
268 hours

July: 298, 321 hrs

August 2023: 289
215 hours

Program Attendance



20

*Friday storytimes &
book discussion

July: 318

August 2023: 89

Action Items

- Gazebo area**
 - Grant funding awarded for a picnic table by the Friends.
 - Table ordered
 - Table arrived, needs to be assembled by Public Works
 - Memorial plaque arrived, will be installed after table is assembled
- Outdoor Seating Area**
 - Area leveled, umbrellas ordered

2023 Strategic Plan Items

January

- ~~New Cultural Heritage Display~~
 - o Locally published poetry for National Poetry Month
- Health-based event**
 - o Contacting Sarah Subbert about a cooking (nutrition) program
- ~~Nonprofit wishlist implemented~~
 - o We received access to the Foundation Directory through State Library
 - o Link has been added to our catalog and promoted!
 - o I also reached out to Jessi Simon at Main Street West Branch to tell her about the resource.

June

- ~~Youth/Family diversity program held~~

July

- New cultural heritage display**
 - o Pushed back for Summer Library Program display
- ~~Health-based event held~~
 - o Will contact Sarah Subbert about a cooking (nutrition) program in the fall
 - o On hold due to staff shortage

By 2025

- Nonprofit/Charity website or database created**
 - o Needs to be revisited
- Welcome packet for new businesses created**
 - o Needs to be revisited
- ~~Diversity-based book included in Book Discussion~~
 - o Barracoon: The Story of the Last "Black Cargo" by Zora Neale Hurston (nonfiction)
 - o The Water Dancer by Ta-Nehisi Coates
 - o The Seed Keeper by Diane Wilson
 - o The Newcomers by Helen Thorpe
 - o Violeta by Isabel Allende
- Mental health program held**

We will be working on a new plan in October. We can decide which of these objectives are worth keeping.

Memo



To: Library Board of Trustees

From: Jessie Schafer, Library Director

Date: 9/11/24

Re: Discuss/Approve quote for upgraded security camera system from Mainstay Systems

Background

The library security cameras were installed in 2015, with the goal of supporting public safety. They were used by the library and to assist the police department through the years. In early 2024, the DVR stopped recording video so the cameras were no longer functional.

Information

The quote from Mainstay is for mid-range cameras and storage at \$4,712. Cade from Mainstay suggested that significantly reducing the quality of the cameras could potentially save about \$250, and reducing storage could save another \$100. He would not recommend going any lower in quality or storage.

The cost to purchase and install the existing cameras was around \$4,200 after additional cameras were added.

Upgrades were needed even before the DVR failed. The old system was virtually unusable because it relied on Internet Explorer which has been discontinued. We were using a workaround extension we were going to have to pay for. At least one of the cameras was dead, and several were blurry/pixelated. The quality was so low it was difficult to use the footage for identification purposes.

While we did not factor new cameras into our Technology budget for the current fiscal year, we have been saving money in several technology areas so far this year. We did not purchase as many Chromebooks as requested because circulation has dropped and staff have been using existing laptops for projects in the stacks. We also reduced the number of mobile hotspots in circulation, instead of adding, because reservations have plummeted since the budget was prepared last winter.

We also have the ability to use our Building Maintenance line, which has over \$12,000 remaining and only the drainage project (~\$5,000) planned so far.

There is a savings account with over \$8,000 and one of our large CDs will be maturing in June of 2025 if we need additional funds at the end of the fiscal year, but right now the security camera cost is within our current budget.

Recommendation

After discussing with staff and police officers, it seems clear that security cameras are a necessary expense for public safety. I believe that the midrange cameras suggested are the best option for our library, and the price is fair considering the upgrades and the original cost of installation. I recommend accepting the quote as written.

Mainstay Systems of Iowa LLC
 PO Box 13022
 Des Moines, IA 50310-0022 US
 +15157061655
 ccurtis@mainstay.systems
 http://www.mainstay.systems



ADDRESS

Ms. Jessie Schafer
 West Branch Library
 110 N. Poplar Street
 West Branch, Iowa 52358
 USA

Estimate 1594

DATE 08/15/2024

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
NVR/DVR	Speco 16 Channel NVR 6 TB Storage Built-In PoE Switch	1	995.00	995.00T
Camera	Speco Indoor/Outdoor Dome Cameras: 5 Megapixel with Night Vision	14	103.00	1,442.00T
A/V System Labor	Setup and Configure NVR, Install and aim cameras.	1	850.00	850.00T
Cable	1000' Cat 6 Cable	1	225.00	225.00T
Network Cabling Labor	Hourly Cost of Cabling Labor	16	75.00	1,200.00T

We accept ACH and Checks only at this time.

SUBTOTAL	4,712.00
TAX	0.00
TOTAL	\$4,712.00

Accepted By

Accepted Date

Thank you for your business

Memo



To: Library Board of Trustees
From: Jessie Schafer, Director
Date: 9/11/2024
Re: Discuss/Approve Revisions to Bylaws

Background

The bylaws were reviewed and revised in May 2024. Following our discussion of the Library Trustee Handbook, the board proposed two further changes to the current bylaws. Unlike other library policies, the bylaws require a supermajority (5 members) to approve any changes.

Information

The bylaws are included below. The changes suggested during the August 2024 meeting were as follows:

- Elect officers in July instead of January, to align with the expiration of terms.
- Formally approve agenda before beginning business
- Decide as a group whether the president should vote on motions

Recommendation

Recommend changes as decided by board.

BYLAWS OF THE WEST BRANCH PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES

- A. In accordance with the requirement of Chapter 22 of the Code of Ordinances of West Branch, Iowa, the Board of Trustees of the West Branch Public Library shall consist of seven (7) members, six (6) of which are city residents to be appointed by the Mayor with the approval of the City Council. The seventh member may be a Cedar County resident recommended by the Mayor and approved by the Cedar County Supervisors. The existing Board of Trustees members must approve all appointees.
- B. Board of Trustees members shall be appointed to three (3) year terms, with no member serving more than three (3) consecutive terms, exclusive of interim appointments.
- C. The general powers and duties of the Board of Trustees are described in Chapter 392.5 of the code of Iowa
- D. The Board of Trustees shall exercise its powers and duties by:

1. Employing a competent and qualified Director;
2. Determining and adopting written policies to govern the operation and program of the West Branch Public Library, including personnel policies and policies governing the selection of library materials, supplies, and equipment, and the disposal of same;
3. Preparing and seeking adequate support for the annual budget;
4. Administering and controlling all library trust funds and controlling the expenditure of allocated tax revenues;
5. Reporting to and cooperating with other public officials, City Council, and the community as a whole, to support a public relations program for the library; and
6. Developing long-range goals for the library and continuously guiding, shaping, and building library services for the community.

E. Any member of the Board of Trustees absenting himself/herself from three (3) consecutive regular meetings without valid excuse shall be reported by a designated member of the Board of Trustees to the Mayor, and a request may be made to declare vacancy, and appoint a new member. An excuse is valid only if expressed to another Board of Trustees member or to the Director prior to the start of the regular meeting.

OFFICERS

A. The officers of the Board of Trustees shall consist of a President, a Vice President, and a Secretary. Officers shall be elected the first meeting each January and shall hold office for one year. If an office becomes vacant before the term is completed, the Board of Trustees shall elect a successor to serve the remainder of the term. Officers may serve up to three (3) consecutive full terms in the same office, unless the Board of Trustees unanimously approves to extend an officer's consecutive terms beyond the three year maximum.

B. The duties of the officers shall be as follows:

1. The President shall perform all the duties that are articulated on page 59 of the Iowa Library Trustee's Handbook, 2021[1] as well as those that are specified in the Bylaws. *The President will abstain from voting unless needed to break a tie.*
2. The Vice-President, in the absence or disability of the President, shall perform all the duties of the President.
3. The city's Financial Officer prepares financial reports in cooperation with the library Director.
4. The Secretary shall record all proceedings of the Board of Trustees. All minutes and other records and accounts will be kept in the library. The Secretary shall perform such other duties, as the Board of Trustees shall require.

COMMITTEES

A. At the Annual Meeting of the Board of Trustees, the President may appoint four (4) standing committees, of three members each, as follows.

1. The Finance Committee shall work with the Director to prepare the annual budget and submit it to the Board of Trustees for approval. Other duties are to establish guidelines, practices, and materials for actively soliciting gifts and bequests.
2. The Building and Grounds Committee shall oversee the general care of the buildings and grounds in co-operation with the Director.
3. The Technology Committee assists the Director in planning and executing technology changes to areas such as computers, Internet access, automation, and telephony.

4. The Accreditation Committee reviews library policy and bylaws on a regular basis, assists the Director to prepare for accreditation, and recommends changes to the Board of Trustees.
- B. The President may also appoint such special committees as may be needed from time to time.

MEETINGS

- A. Regular meetings shall be held monthly. Any changes to the time, date, and location of the meeting are the responsibility of the Board of Trustees President and must be made available to all Board of Trustees members at least 48 hours prior to the start of the meeting.
- B. The Annual Meeting will be held after the close of the fiscal year and shall include annual reports from the Director and the city's Financial Officer.
- C. Special meetings may be held at any time at the call of the President or at the call of any three (3) members of the Board of Trustees, provided that notice be given to all members at least 48 hours in advance of the special meeting.
- D. A quorum at any meeting shall consist of four (4) or more members and is necessary to conduct all business requiring a vote of the Board of Trustees. If a quorum is not present, a special meeting must be called at a time when a quorum is possible.
- E. The Order of Business at meetings shall follow these guidelines:
 1. Roll call
 2. Approval of agenda
 3. Approval of minutes from the previous meeting
 4. Correspondence / Open Forum (all items subject to a three (3) minute time limit)
 5. Financial condition report and approval of expenditures
 6. Report of the Director
 7. Committee reports
 8. Unfinished business
 9. New business
 10. Adjournment
- F. An agenda for Board of Trustees meetings shall be prepared by the Library Director and Board President. It shall be publicly posted in compliance with the Open Meetings and Open Records legislation of the State of Iowa (Chapters 21 and 22, Code of Iowa).
- G. By law, the public may attend and participate in all open meetings of the Board of Trustees. Any individual or group may request inclusion on the agenda by contacting the President at least 24 hours prior to the scheduled starting time. It shall be the sole decision of the Board of Trustees President whether to include the request on the current agenda, at the next regular meeting, or to call a special meeting.
- H. Roberts' Rules of Order shall govern in the parliamentary procedure of the Board of Trustees.

THE DIRECTOR

- A. The Director shall implement the policies adopted by the Board of Trustees. Among his/her duties and responsibilities shall be:
 1. To promote an atmosphere conducive to friendly and courteous service to the public. Professional ethics require that all problems be directed to the Board of Trustees for consideration. Such problems may be presented either orally or in writing;
 2. To select the library materials;

3. To oversee maintenance and operation of the physical plant in cooperation with the Board of Trustees or Building and Grounds Committee, if applicable;
 4. To recruit, train, assign, and supervise librarians and such extra personnel as may be required from time to time for special projects. The recruitment of such personnel requires the prior approval of the Board of Trustees;
 5. To inform the Board of Trustees continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the library.
 6. To prepare and present a monthly Director's Report to the board Board of Trustees;
 7. To prepare and present a monthly statement of bills for the approval of the Board of Trustees;
 8. To attend all regular meetings of the Board of Trustees in accordance with Open Meetings legislation; and
 9. To work within the City government, communicating with City employees, City Council and Mayor, to ensure that the library is regarded as an important part of the City government.
- B. The Library Board authorizes the Library Director to submit invoices to the City Finance Officer on behalf of the Library Board upon receipt, providing such purchases are within the budget and do not exceed \$5,000. Purchases exceeding \$5,000 or outside the budget must be approved by a majority vote of the Library Board prior to payment.

AMENDMENTS TO BYLAWS

- A. Amendments to these Bylaws may be adopted at any regular meeting of the Board of Trustees, providing that two conditions are met:
1. Notice of proposed amendments are given to all members of the Board of Trustees at least 24 hours in advance of the meeting; and
 2. A super majority (5 affirmative votes) of Board of Trustees members is obtained.
- B. An up-to-date copy of the Bylaws may be made available to the public upon request.

Revised 09/2024

Revised 04/2024

Revised 02/2022

Reviewed 03/2018

Reviewed 11/2014

Revised 11/2011

Revised 12/2007

[1] Scott, Michael. 2021. Iowa Library Trustee's Handbook. State Library of Iowa, State of Iowa. 108 pp.

Memo



To: Library Board of Trustees
From: Jessie Schafer, Director
Date: 9/11/2024
Re: Discuss/Approve Revisions to Bylaws

Background

The library is required to review policies at least once every 3 years. The Telephone Policy was reviewed last year, but upon review some clarification is needed.

Information

The primary change suggested is regarding the use of the public phone. That phone no longer accepts return calls, as calls to that number go directly to the fax machine. We also cannot and do not guarantee that patrons of any age will accept a phone call.

Recommendation

The staff's recommended policy is as follows:

Telephone Policy

The West Branch Public Library's telephones are for library business use and emergency use only. A public phone is available at the library circulation desk for local out-going calls with a time limit of two (2) minutes. ~~Return phone calls to this phone will not be answered by the library staff.~~ **The public phone does not accept return phone calls, and all return calls should be directed to the library's main phone number.** Patrons expecting phone calls should notify the library staff and remain near the staff desk. When a patron receives a phone call on the library's business phone, the staff will attempt to locate the patron but do not guarantee that the patron will be found **or accept the call**. There is a two (2) minute time limit for patrons receiving calls. The library staff will not take phone messages for patrons under any circumstance.

Revised 09/24
Reviewed 03/23
Revised 03/22
Reviewed 02/20
Reviewed 02/18
Reviewed 11/14
Reviewed 05/11
Reviewed 01/09

Approved 09/05