

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 Monaghan and seconded by Trustee Osborne, the July 10 2024, minutes were unanimously approved.

**Open Forum:**

No items for open forum

**Financial Condition Report:**

Received two of the annual Johnson Control bills for their typical monitoring service they provide annually.

Still waiting for final numbers from the city for annual totals and salaries are estimates, but none of this is a concern.

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

**Director's Report:**

*See meeting packet for additional notes*

Additions to the Packet:

There is a candidate for the Programming Librarian position who is excited for the position but cannot move into the role right away. After discussion with Kat and the city, it is decided that the staff will make due with limited staff until she is eligible to take the position officially.

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

Moved by Trustee Kauffman-Watson and seconded by Trustee Waison, the motion to accept the approve the expenditure as suggested by the staff was unanimously approved.

**Discuss/Approve Revisions to Bylaws:**

Moved by Trustee Waison and seconded by Trustee Osborne, the motion to accept the revised Bylaw updates and revisions as suggested by the staff was unanimously approved.

**Discuss/Approve Revisions to the Telephone Policy:**

Moved by Trustee Pettitt and seconded by Trustee Monaghan, the motion to accept the revised policy as suggested by the staff was unanimously approved.

**Discuss strategic planning training on October 23rd and set time**

Training will occur at 5:00 PM and will last about 2 hours.

We can choose to invite others from the community who will be interested as a stakeholder (up to 10). We can discuss more formally at our October meeting and make invitations then, members of Mainstreet West Branch and Erin from Parks and Rec were mentioned as possible options for invitees.

**Trustee Training:**

Trustees read chapters 13 of the handbook

Trustee Training Time (30 minutes and 22 minutes):

Start Time: 7:07 PM

End Time: 7:29 PM

Trustees should read chapters 14 and 15 before the next weekend.

The meeting was adjourned at 7:34

Next Meeting is October 9 at 6:30 PM