

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

October 9, 2024

Meeting commenced at: 6:31 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)
- Seth Goodspeed (Vice President)
- Lisa Kofoed (Trustee)

**Meeting Agenda and Minutes:**

On a motion by Trustee Waison the agenda for the meeting was unanimously approved.

On a motion by Trustee Osborne and seconded by Trustee Monaghan, the September 11, 2024 minutes were unanimously approved.

**Open Forum:**

No items for open forum

**Financial Condition Report:**

Of Note:

August payroll higher than other months due to an additional pay period  
Fees for Notary recertification and ARSL membership for both staff members

On a motion by Trustee Goodspeed and seconded by Trustee Waison, the financial report was unanimously approved.

**Director's Report:**

*See meeting packet for additional notes*

**Present/Approve Annual Report:**

Jessie will publish this on Facebook as well as presenting to City Council and printing some physical versions.

The board suggested that she look into how much it would cost to run it as an ad in the paper. The board agrees the report format is great!

On a motion by Trustee Monaghan and seconded by Trustee Pettitt, the Annual Report was unanimously approved.

### **Discuss/Approve Review of Collection Policy**

On a motion by Trustee Kauffman-Watson and seconded by Trustee Osborne, the revised Collection Policy as proposed by the staff was unanimously approved.

### **Discuss/Approve establishing a Building & Grounds Committee**

Trustees Osborne, Monaghan, and Pettitt agreed to serve on the newly formed Building & Grounds Committee.

On a motion by Trustee Kauffman-Watson and seconded by Trustee Waison, the Building & Grounds Committee was formed with three members and the Director.

### **Discuss stakeholders to invite to strategic planning session on October 23**

A list of 3-5 community members were discussed. Trustees were encouraged to invite other interested parties in the community, coordinating with Jessie.

### **Trustee Training:**

Trustees read chapters 14 and 15 of the handbook

Trustee Training Time (30 minutes and 12 minutes):

Start Time: 7:13 PM

End Time: 7:25 PM

The meeting was adjourned at 7:27

Next Meeting is for strategic planning on October 23 at 5:00 PM.

The next standard board meeting is November 13 at 6:30 PM.