

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

November 13, 2024

Meeting commenced at: 6:34 PM

Roll Call

Present:

- Jessie Schafer (Director)
- Annika Pettitt (Secretary)
- Seth Goodspeed (Vice President)
- Lizabeth Osborne (President)
- Holly Waison (Trustee)
- Erin Monaghan (Trustee)

Absent:

- Deb Kauffman-Watson (Trustee)
- 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 Pettitt and seconded by Trustee Osborne, the October 2024, minutes were unanimously approved.

Open Forum:

Seth helped Jessie change the batteries on the alarm panel before the meeting and they should be good for 5 years!

Discussed the potential to get an AED in the building, some board members had knowledge of grants available through the state or insurance company that could pay for this. There is also some interest in CPR training for staff.

Financial Condition Report:

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

Additions to the Packet:

The library accreditation was extended for a year so the deadline for the strategic planning isn't as strict, but Jessie hopes to continue to work towards the January deadline anyway.

Discuss/Approve director salary changes to meet new labor requirements for 2025

Moved by Trustee Monaghan and seconded by Trustee Goodspeed, the motion to accept the recommendation to change the director salary to meet new labor law requirements for 2025.

Discuss/Review the Weather Policy

Moved by Trustee Waison and seconded by Trustee Osborne, the motion to maintain the current weather policy as suggested by the staff was unanimously approved.

Discuss/Review the Community Room Policy:

Moved by Trustee Pettitt and seconded by Trustee Osborne, the motion to maintain the current community room policy as suggested by the staff was unanimously approved.

Trustee Training:

Trustees read chapter 16 of the handbook

Trustee Training Time (15 minutes and 6 minutes):

Start Time: 7:21 PM

End Time: 7:27 PM

The meeting was adjourned at 7:30

Next Meeting is December 11th at 6:30 PM (There will be snacks!)