

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

July 9, 2025

Meeting commenced at: 6:39 PM

Roll Call

Present:

- Jessie Schafer (Director)
- Lizabeth Osborne (President)
- Annika Pettitt (Secretary)
- Christine Humrichouse (Trustee)
- Holly Waison (Trustee)
- Erin Monaghan (Trustee)

Absent:

- Seth Goodspeed (Vice President)

Meeting Minutes:

On a motion by Trustee Humrichouse and seconded by Trustee Waison, the June 11, 2025 minutes were unanimously approved.

Open Forum:

The state library is hosting a webinar titled "From Planning to Impact: Strategic Planning Essentials for Library Boards" on August 6th at 6:30 pm that will be geared towards trustees

Link to register:

<https://statelibraryofiowa.gov/events/planning-impact-strategic-planning-essentials-library-board>
[s](#)

Discuss/Approve Library Board officers for 2025-2026

Officer positions will stay the same for the upcoming fiscal year

President - Liz Osborne

Vice President - Seth Goodspeed

Secretary- Annika Pettitt

On a motion by Trustee Monaghan and seconded by Trustee Waison the officers for the 2025-2026 FY were unanimously approved.

Financial Condition Report:

Moved by Trustee Osborne and seconded by Trustee Waison, the motion to approve the financial condition report was unanimously approved.

Reviewed the end of fiscal year data with an understanding that there are still some outstanding payments.

Director's Report:

See meeting packet for additional notes

Additions to the Packet:

Discuss/Approve Review of Borrowing Policies:

Moved by Trustee Monaghan and seconded by Trustee Waison the motion to accept the policy updates as suggested by the staff was unanimously approved.

Discuss/Approve Review of Equipment Policy:

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

Discuss/Review of ADA Accessibility Checklist Section 2:

Moved by Trustee Osborne and seconded by Trustee Humrichouse, the motion to approve the review of the ADA Accessibility Checklist Section 2 was unanimously approved.

Trustee Training:

Trustees should attend/watch the aforementioned webinar before next meeting.

(<https://statelibraryofiowa.gov/events/planning-impact-strategic-planning-essentials-library-board>
[s](#))

The meeting was adjourned at 7:34

Next Meeting is August 13th at 6:30pm