

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

August 13, 2025

Meeting commenced at: 6:30 PM

Roll Call

Present:

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

Absent:

- N/A

Meeting Minutes:

On a motion by Trustee Monaghan and seconded by Trustee Wasion, the July 9, 2025 minutes were unanimously approved.

Open Forum:

Trustee Wasion is teaching a class this semester and will be absent for the next few meetings due to time conflict.

Financial Condition Report:

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

Director's Report:

See meeting packet for additional notes

Additions to the Packet:

Discuss Summer Library Program wrap-up

It was a huge success!!

Discuss/Approve quote for fire monitoring service

Moved by Trustee Goodspeed and seconded by Trustee Osborne, the motion to approve the change to the fire monitoring service to Summit Fire Protection was approved unanimously.

Discuss/Approve Review of Confidentiality Policy

Moved by Trustee Wasion and seconded by Trustee Humrichouse, the motion to approve the review of the Confidentiality Agreement was unanimously approved.

Discuss/Approve Review of Employee Handbook

Moved by Trustee Pettitt and seconded by Trustee Wasion, the motion to approve the review of the West Branch Employee Handbook was unanimously approved.

The meeting was adjourned at 7:19

Next Meeting is September 10th at 6:30pm