

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)
- Elizabeth 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 Waison and seconded by Trustee Osborne, the July 10 2024, minutes were unanimously approved.

Open Forum:

Hometown Days was a success, while the library wasn't directly involved, staff did coordinate with PBS for the STEAM trailer and activities.

Financial Condition Report:

Salary and insurance information will come later from the city, as expected.

Jessie replaced one of the mobile hotspots that are available for circulation, not replacing both of them as there hasn't been a waiting list for them this summer.

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

Director's Report:

See meeting packet for additional notes

Additions to the Packet:

Jessie has now received 3 applications for Alyssa's position and thinks all three are solid applicants. Interviews will begin soon.

Discuss/Approve Revisions to Confidentiality Policy:

Moved by Trustee Pettitt and seconded by Trustee Kauffman-Watson, the motion to accept the policy updates as suggested by the staff was unanimously approved.

Discuss/Approve Removal of Library Social Media Policy and Adoption of City Social Media Policy:

Moved by Trustee Osborne and seconded by Trustee Pettitt, the motion to accept the revised policy updates as suggested by the staff was unanimously

Discuss potential dates for strategic planning session with Becky Heil

Targeting Wednesday October 23rd starting around 5 or 6 PM. Jessie will coordinate with Becky Heil to schedule.

Discuss/Approve closing the library on Sunday, September 15 and Sunday, September 22 due to staff shortage:

Moved by Trustee Kauffman-Watson and seconded by Trustee Monaghan, the motion to approve the closure of the library on Sunday, September 15 and Sunday, September 22

Trustee Training:

Trustees read chapters 11 and 12 from the handbook.

Trustee Training Time (30 minutes and 10 minutes):

Start Time: 7:15 PM

End Time: 7:25PM

Trustees should read chapter 13 of the handbook in preparation for the next meeting.

The meeting was adjourned at 7:26

Next Meeting is September 11th at 6:30pm