

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

February 11, 2026

Meeting commenced at: 6:34 PM

Roll Call

Present:

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

Absent:

- Chris Humrichouse (Trustee)

Meeting Minutes:

On a motion by Trustee Monaghan and seconded by Trustee Osborne, the December 10, 2025 minutes were unanimously approved.

Open Forum:

Liz and Seth discussed recent back and forth with the city office in terms of Jessie's potential pay change. The proposed pay increase will be tabled until the next budget cycle in July, the Board will be sure to bring this up again during that timeframe to ensure it is addressed appropriately.

Financial condition report and approval of expenditures:

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

Director's Report:

See meeting packet for additional notes

Jessie encouraged Trustees to review the ILOC conference sessions for Trustees. They should be available on their YouTube channel soon

(<https://www.youtube.com/@StateLibraryofIowaCE>).

Discuss/Approve review of Library Director Job Description:

Moved by Trustee Monaghan and seconded by Trustee Goodspeed, the motion to approve updating the salary range on the Library Director Job Description to \$55,000-\$75,000 was unanimously approved. No other changes were made.

Discuss/Approve Performance Plan and review of Library Director:

The trustees adjusted the score on several areas of the performance review (Goal 1 Objective A, Goal 1 Objective E, Goal 2 Objective A, Goal 3 Objective C) by increasing the rating by one point for each objective.

Trustee Osborne signed and returned the updated and approved Performance Plan.

Moved by Trustee Waison and seconded by Trustee Pettitt, the motion to approve the Performance Plan and review of Library Director Job was unanimously approved.

Discuss/Approve Library director Performance Plan for 2026:

The Trustees asked Jessie to update areas of the 2026 plan to remove some duties as specifically belonging to the director and adding in language around designees and removing explicitly language about participation in local festivals.

Moved by Trustee Goodspeed and seconded by Trustee Osborne, the motion to approve the amended Library Director Performance Plan for 2026 was unanimously approved.

Discuss procedures for setting library director and staff salaries:

We will review proposed adjustments in the next meeting to give Jessie ample time to prepare her budget for the next fiscal year budgeting cycle.

The meeting was adjourned at 7:58 PM

The next meeting will be March 11th at 6:30 PM.