



West Branch Public Library
300 N Downey St
PO Box 460
West Branch, IA 52358

Ph: (319)643-2633
Fax: (319)643-4148
staff@wbpl.org
www.wbpl.org

Library Board of Trustees Meeting

August 12, 2026 6:30pm

West Branch Public Library Community Room

Online Attendance is available at <https://us02web.zoom.us/j/84510234590>, by phone at 1-312-626-6799, or by a Zoom application on mobile device with meeting code 845 1023 4590.

Establishment of quorum

Approve agenda

Approve minutes

July 8

July 17 special meeting

Open Forum

Financial condition report and approval of expenditures

July 2026

August 2026 in progress

Director's Report

Discuss/Approve appointing Terri O'Leary to the Library Board of Trustees

Discuss ADA Accessibility Checklist Priority 3

Discuss/Approve designated physical and internet posting places for library board meeting notices

Discuss/Approve Confidentiality Policy Review

Discuss board training

Discuss/Approve date/time for November board meeting

Next meeting

September 9 @ 6:30pm

Staff

Library Director: Jessica Schafer
Public Services Librarian: Kat Korsmo • Programming Librarian: Mary Buol

Board of Trustees

Erin Monaghan, President • Chris Humrichouse, Vice President • Annika Pettitt, Secretary
Holly Wasion • Faye Goodspeed • Rachel Richards

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

July 8, 2026

Meeting commenced at: 6:43 PM

Roll Call

Present:

- Jessie Schafer (Director)
- Holly Wasion (Trustee)
- Chris Humrichouse (Vice President)
- Erin Monaghan (President)
- Annika Pettitt (Secretary)
- Faye Goodspeed (Trustee)
- Rachel Richards (Trustee)

Absent:

- N/A

Visitors:

- N/A

Meeting Minutes:

On a motion by Trustee Wasion and seconded by Trustee Humrichouse, the June 10, 2026 minutes were unanimously approved.

Open Forum:

N/A

Financial condition report and approval of expenditures:

On a motion by Trustee Monaghan and seconded by Trustee Pettitt, the financial condition report was unanimously approved.

Director's Report:

See meeting packet for additional notes

Discuss/Approve bids for new library roof

Moved by Trustee Richards and seconded by Trustee Wasion, the board approved a motion for the Director to move forward with the appropriate roofing option with up to \$40,000 in expenditures with ARW Construction Co was unanimously approved.

Discuss/Approve closing the library early on July 13 for staff training

Moved by Trustee Humrichouse and seconded by Trustee Goodspeed the motion to close the library early on July 13th was unanimously approved.

Discuss/Approve revision to Borrowing Policy and review of Equipment Policy

Moved by Trustee Pettitt and seconded by Trustee Wasion the motion to accept the revisions to the Borrowing Policy and the review of the Equipment Policy was unanimously approved.

Strategic Plan discussion

Jessie will send a link to the board to review on our own time.

The meeting was adjourned at 8:14 PM

The next meeting will be August 12th at 6:30 PM.

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

July 17, 2026

Meeting commenced at: 5:31 PM

Roll Call

Present:

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

Absent:

- Chris Humrichouse (Trustee)
- Rachel Richards (Trustee)

Visitors:

- N/A

Agenda Approval:

On a motion by Trustee Goodspeed and seconded by Trustee Pettitt, the agenda for the meeting was unanimously approved.

Discuss/Approve decision to transfer of Enlow Building CD from Liberty Trust & Savings Bank to Fidelity Bank& Trust for 17 months

Moved by Trustee Pettitt and seconded by Trustee Goodspeed, the decision to transfer the Enlow Building CD for 17 months was unanimously approved.

Discuss/Approve reinvestment of Hansen Donation CD upon maturity on 8/4/2026

Moved by Trustee Goodspeed and seconded by Trustee Wasion the motion to reinvest the Hansen CD was unanimously approved.

The meeting was adjourned at 5:37 PM

July 2026

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240				
			Subtotal	\$ -	
Building Maintenance	031-5-4-410-6310		US Bank card - WALMART - trash bags	\$ 8.97	6-25-26
			PLUNKETT'S PEST CONTROL - bedbug inspection + treatment	\$ 149.00	10634978
			AMAZON - carbon monoxide detector, folding table, paper towels	\$ 109.63	NKN3, RL1W
			HD SUPPLY - toilet paper	\$ 50.31	9251168544
			PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	10652389
			BEAVER HEATING AND AIR CONDITIONING - A/C service	\$ 245.00	23377
			Subtotal	\$ 612.91	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ 1,038.35	7-1-2026
			Subtotal	\$ 1,038.35	
Telephone	031-5-4-410-6373		LIBERTY	\$ 230.50	7-1-2026
			Subtotal	\$ 230.50	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 455.00	1321
			Subtotal	\$ 455.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		US Bank card - GOOGLE - email accounts	\$ 42.00	5618018683
			US Bank card - GOOGLE - cloud storage	\$ 19.99	6-26-26
			AMAZON - kids' computer, USB adapters, staff iphone	\$ 635.24	
			Subtotal	\$ 697.23	
Contract Payments	031-5-4-410-6498		BIBLIONIX - circulation/catalog software - annual renewal	\$ 1,870.00	12628
			Subtotal	\$ 1,870.00	
Office Supplies	031-5-4-410-6506		US Bank card - WALMART - binders, notebooks	\$ 31.40	6-30-26
			AMAZON - notebooks	\$ 4.71	
			Subtotal	\$ 36.11	
Postage and Shipping	031-5-4-410-6508		US Bank card - USPS - interlibrary loan postage	\$ 5.67	6-11-26
			Subtotal	\$ 5.67	
Programs	031-5-4-410-6599	SLP	US Bank card - WALMART - youth prize	\$ 9.84	6-25-26
			US Bank card - WALMART - adult prizes	\$ 127.99	6-23-26
			AMAZON - SLP supplies, prizes	\$ 272.69	
		Youth	AMAZON - youth program supplies (dramatic play, pets)	\$ 108.99	
			Subtotal	\$ 519.51	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 209.17	20529862
			Subtotal	\$ 209.17	
Capital Improvements	031-5-4-410-6761		ARW CONSTRUCTION - roof deposit	\$ 17,200.00	3453
			Subtotal	\$ 17,200.00	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 109.42	
		Youth	AMAZON	\$ 391.55	
		Electronic	KANOPY - streaming video	\$ 49.00	511617
			OVERDRIVE - ebooks	\$ -	
			OVERDRIVE - ebooks (pay per use)	\$ 23.49	06497CP26218849
			OVERDRIVE - audiobooks	\$ -	
			OVERDRIVE - audiobooks (pay per use)	\$ 73.69	06497CP26147808
			OVERDRIVE - audiobooks (pay per use)	\$ 192.89	06497CP26222059
			OVERDRIVE - annual participation and materials fees	\$ 1,027.61	CD0649726225256
		DVD	AMAZON	\$ -	
		Library of Things	AMAZON - literacy backpacks	\$ 235.39	
			Subtotal	\$ 2,103.04	
			Total	\$ 24,977.49	

August 2026					
	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240				
			Subtotal	\$ -	
Building Maintenance	031-5-4-410-6310		AMAZON - trash bags	\$ 28.50	
			HD SUPPLY - hand soap for restrooms	\$ 44.70	9251466942
			OASIS ELECTRIC - retrofit LEDs	\$ 1,125.34	8714
			Subtotal	\$ 1,198.54	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ -	
			Subtotal	\$ -	
Telephone	031-5-4-410-6373		LIBERTY		
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 402.50	1335
			Subtotal	\$ 402.50	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		US Bank card - GOOGLE - email accounts	\$ 42.00	5642952143
			Subtotal	\$ 42.00	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		AMAZON - folder tabs	\$ 6.99	
			Subtotal	\$ 6.99	
Postage and Shipping	031-5-4-410-6508			\$ -	
			Subtotal	\$ -	
Programs	031-5-4-410-6599	SLP	Jessica Schafer (reimbursement) - WALMART - adult prizes	\$ 76.54	7-14-26
			WALMART - adult prizes	\$ 39.73	7-22-26
			AMAZON - SLP supplies, prizes	\$ 143.42	
			AMAZON - youth program supplies (pets, crafts)	\$ 54.20	
			Subtotal	\$ 313.89	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 194.53	20691054
			Subtotal	\$ 194.53	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 436.33	
		Youth	AMAZON	\$ 152.08	
		Electronic	KANOPY - streaming video	\$ 32.00	515646
			OVERDRIVE - ebooks	\$ -	
			OVERDRIVE - audiobooks	\$ -	
			OVERDRIVE - audiobooks (pay per use)	\$ 148.13	06497CP26254161
		DVD	AMAZON	\$ 17.95	
		Library of Things	AMAZON - board games, literacy backpacks	\$ (75.33)	
			Subtotal	\$ 711.16	
			Total	\$ 2,869.61	

<i>West Branch</i>						
<i>Type</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>Budgeted</i>	<i>Expended</i>	<i>Remaining \$</i>
Full-Time Salaries	\$ 7,896.59	\$ -	\$ -	\$ 105,197.00	\$ 7,896.59	\$ 97,300.41
Part-Time Salaries	\$ 2,014.74	\$ -	\$ -	\$ 21,632.00	\$ 2,014.74	\$ 19,617.26
Dues/Memberships - 6210	\$ -	\$ -	\$ -	\$ 370.00	\$ -	\$ 370.00
Travel and Conference - 6240	\$ -	\$ -	\$ -	\$ 1,480.00	\$ -	\$ 1,480.00
Building Maintenance - 6310	\$ 612.91	\$ 1,198.54	\$ -	\$ 20,320.00	\$ 1,811.45	\$ 18,508.55
Utilities - 6371	\$ 1,038.35	\$ -	\$ -	\$ 11,000.00	\$ 1,038.35	\$ 9,961.65
Telephone - 6373	\$ 230.50	\$ -	\$ -	\$ 3,192.00	\$ 230.50	\$ 2,961.50
Janitorial Expense - 6409	\$ 455.00	\$ 402.50	\$ -	\$ 5,100.00	\$ 857.50	\$ 4,242.50
Advertisement/Legal - 6414	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Technology Services - 6419	\$ 697.23	\$ 42.00	\$ -	\$ 5,500.00	\$ 739.23	\$ 4,760.77
Contract Payments - 6498	\$ 1,870.00	\$ -	\$ -	\$ 2,576.00	\$ 1,870.00	\$ 706.00
Office Supplies - 6506	\$ 36.11	\$ -	\$ -	\$ 1,000.00	\$ 36.11	\$ 963.89
Postage and Shipping - 6508	\$ 5.67	\$ -	\$ -	\$ 1,000.00	\$ 5.67	\$ 994.33
Programs (Misc) - 6599	\$ 519.51	\$ 313.89	\$ -	\$ 8,500.00	\$ 833.40	\$ 7,666.60
Office Equipment - 6725	\$ 209.17	\$ 194.53	\$ -	\$ 2,844.00	\$ 403.70	\$ 2,440.30
Capital Improvements - 6761	\$ 17,200.00	\$ -	\$ -	\$ 1,500.00	\$ 17,200.00	\$ (15,700.00)
Collections - 6770	\$ 2,103.04	\$ 711.16	\$ -	\$ 22,000.00	\$ 2,814.20	\$ 19,185.80
<i>Library Account total</i>	<i>\$ 34,888.82</i>	<i>\$ 2,862.62</i>	<i>\$ -</i>	<i>\$ 213,411.00</i>	<i>\$ 37,751.44</i>	<i>\$ 175,659.56</i>

July 2025					
Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240				
			Subtotal	\$ -	
Building Maintenance	031-5-4-410-6310		AMAZON - replacement umbrella	\$ 52.99	
			PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	10024237
			LIBERTY DOORS - community room door, frame, wifi lock	\$ 4,140.00	110615
			LYNCH'S PLUMBING - men's restroom toilet repair	\$ 110.74	51348
			Subtotal	\$ 4,353.73	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ 926.68	7-1-2025
			Subtotal	\$ 926.68	
Telephone	031-5-4-410-6373		LIBERTY	\$ 250.55	7-1-2025
			Subtotal	\$ 250.55	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 420.00	1167
			Subtotal	\$ 420.00	
Advertisement/Legal	031-5-4-410-6414				
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		GOOGLE - Drive cloud backup annual subscription (paid by credit card)	\$ 19.99	
			GOOGLE - email accounts (paid by credit card)	\$ 36.00	5294358572
			Subtotal	\$ 55.99	
Contract Payments	031-5-4-410-6498		BIBLIONIX - circulation/catalog software - annual renewal	\$ 1,870.00	11271
			Subtotal	\$ 1,870.00	
Office Supplies	031-5-4-410-6506		QUILL - copy paper	\$ 41.99	44698256
			AMAZON - disc cleaner supplies	\$ 15.60	
			Subtotal	\$ 57.59	
Postage and Shipping	031-5-4-410-6508		PITNEY BOWES - postage refill	\$ 50.00	
			Subtotal	\$ 50.00	
Programs	031-5-4-410-6599	SLP	IMAGE STUFF (SchoolLife) - brag tags (paid by credit card)	\$ 198.15	200103160
			DAVID CASAS MAGIC - performer	\$ 375.00	
			THE DEALT HAND - performer	\$ 270.00	000433
			AMAZON - teen program craft	\$ 28.99	
			AMAZON - youth program supplies	\$ 111.04	
			WALMART - adult murder mystery and youth supplies	\$ 227.24	1663909396
			ILLINOIS LIBRARY ASSOCIATION (IREAD) - adult and youth prizes	\$ 139.10	317273
		Youth	AMAZON - sensory, coding, craft supplies	\$ 112.62	
			Subtotal	\$ 1,462.14	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	18640197
			EO JOHNSON - printing charges	\$ 321.43	INV1787865
			Subtotal	\$ 463.45	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 105.79	
			BAKER & TAYLOR	\$ 561.25	
			BARNES & NOBLE	\$ 31.96	4656566
		Youth	AMAZON	\$ 123.65	
			BAKER & TAYLOR	\$ 57.41	4656566
		Electronic	KANOPY - streaming video	\$ 33.00	458777
				\$ -	
				\$ -	
			OVERDRIVE - annual participation and materials fees	\$ 902.16	CD0649725211046
		DVD	AMAZON	\$ 19.95	
		Newspapers/Magazines	ADVANTAGE ARCHIVES - newspaper digitization (JP Morgan grant)	\$ 6,045.00	42869
			Subtotal	\$ 7,880.17	
			Total	\$ 17,790.30	

Library Facilities

• Building/Grounds

- **More plants:** Raj at Jack & Jill donated more plants to the library, so Liz and Chris got some more planted for us!
- **Unhoused person:** We had a man increasingly living outside the library. He had an account & address once and was always polite to staff and responsible with library materials in the past. Despite offers of help, this summer he was increasingly camped out on the bench all day and using the library bathrooms to wash. We had a report of him swearing at a patron and that he was sleeping and using the bathroom in the bushes, so the City issued him a trespassing notice and he left that day.

• Technology/Mainstay IT

- **Updated Cassie:** Our patron computer management software needed a major update that involved uninstalling and reinstalling it on all the patron and manager computers, so we worked with Mainstay techs remotely for a couple hours doing that, and troubleshooting a Unifi issue while we were at it.
- **Yacker Tracker:** We have groups of school age kids that get too noisy in groups on the computers playing online games, and trying to police them and judge the noise levels was getting unfeasible. We decided to try a noise level monitor which goes yellow or red when it detects higher decibels and issues a verbal warning. If they set it off 5 times, they have to take 10-20 min breaks from the computers, so we can train the kids to modulate their volume. So far it's working a lot better than manually trying to judge and warn them, and the usual group of kids are really starting to improve policing themselves and their friends to avoid getting logged off. We'll have to adjust to the after-school crowd and see how it goes, but the group that's trained now is doing great and can hopefully set the tone!

Library Staff/Services

- **LitKits:** Mrs. Buol has been working on a bunch more Literacy Kits, backpacks with a book and toys and activities to go with the book. For example, Where the Wild Things Are with plush toys, bed, boat and other things to act out the story, a counting car book with toy cars and numbers, a plush dog and pet accessories with a journal to record his adventures at your house, etc. We also cleared off a shelf unit for them in the Library of Things area and they've been a big hit!
- **Summer Library Program**
 - **Total Registrations:**
 - Adults: 186
 - Kids: 164
 - Little kids: 78
 - Total: **428**
 - Last year we had 409 all summer!
 - **Reading log totals**
 - Adults: 282
 - Kids: 44
 - Little kids: 67
 - Total: 393
 - Last year total: 455
 - **SLP Programs:**
 - Our July programs included storytimes, a painting class, and coconut bowling!



July 2026

Circulation

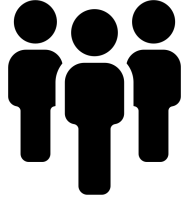


2761

Last month: 2854

2025: 3165

Visitors

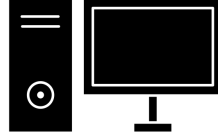


1309

Last month: 1425

2025: 1437

Computer Use



267 sessions
348 hours

Last month: 296
401 hrs

2025: 319
299 hours

Program Attendance



285

Last month: 475

2025: 372

Libby Checkouts



657 audiobooks
Last month: 643

336 ebooks
Last month: 350

123 magazines
Last month: 102

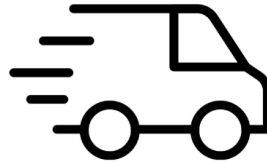
Volunteers



21 volunteer shifts

**Tasks: shelving,
hosting STEAM
night, scanning
and boxing
weeded books, and
gardening!**

Interlibrary Loans



25 received

**20 lent to other
libraries**

Program Attendance by Age



**276 at Kids & Family
Programs**

9 at Adult Programs

Memo



TO: Library Board of Trustees

FROM: Jessie Schafer, Director

DATE: 8/12/2026

SUBJECT: Discuss/Approve appointing Terri O’Leary to the Library Board of Trustees

Background

The Library Board of Trustees currently has one remaining vacancy and will have one more vacancy after September when Annika Pettitt moves. Library board members and staff have been recruiting potential board members by word of mouth, posters, and postings on the library website and social media.

The current vacancy and upcoming one are both for city residents.

According to the West Branch ordinances, “All resident members [of the Library Board of Trustees] are to be appointed by the Mayor with the approval of the Council.”

The Library Board bylaws state that “The existing Board of Trustees members must approve all appointees,” so we traditionally have the board vote on applicants and then submit approved applications to the Mayor and City Council.

Information

See attached application.

Recommendation

Recommend approving Terri O’Leary for the Library Board of Trustees.



Advisory Board/Commission
Application Form

Individuals serving on boards or commissions play an important role in advising the City Council on matters of West Branch.

When a vacancy occurs, an announcement of that vacancy will be posted. No sooner than two weeks later the Mayor and City Council will review all applications. The appointment will be made at a formal City Council meeting. Appointees serve as unpaid volunteers.

This application is a public document and as such it or the information it contains may be reproduced and distributed. This application will remain active for two years and you will automatically be considered for any vacancy occurring during that time.

Board or Commission Library Board Today's Date 7-15-26

(Please print)

Name: Terri O'Leary Address: 329 W. Main St.

Phone: (home) _____ Phone: (cell) 319-541-1378

Email: toleary.21@gmail.com

Do you live within the corporate city limits of West Branch? ☒ Yes ☐ No

How long have you been a resident of West Branch? 3 years

Occupation: Rdg. Practicum Supervisor Employer: Univ. of Iowa

Optional Questions (use the back if necessary)

What experience and/or skills do you have that might qualify you to serve on this board / commission?

— elementary teacher for over 20 years
in ICCSD. I worked with fellow educators,
children, families, developed curriculum,
mentored new teachers, hosted student

What contributions do you feel you can make to this board / commission?

working as part of a team to
ensure WBPL continues to provide
essential services for our community.

Thank you for your interest! We will contact you after your application has been reviewed.

Memo



TO: Library Board of Trustees

FROM: Jessie Schafer, Director

DATE: 8/12/2026

SUBJECT: Discuss/Review ADA Accessibility Checklist Priority 3

Background

As part of the library's accreditation, the board is to review at least one section of the ADA checklist every three years. We usually do one section every year. Some areas do not pertain to this library so they are marked N/A. Note that it is not required that we pass all sections, only review the checklist, although we always want to aspire to improve the accessibility as we always want more people to use and to be able to use the library.

The sections are:

Priority 1: Approach & Entrance

Priority 2: Access to Goods & Services

Priority 3: Toilet Rooms

Priority 4: Additional Access

The completed checklist for Priority 3: Toilet Rooms, is included on subsequent pages with summary below.

Information

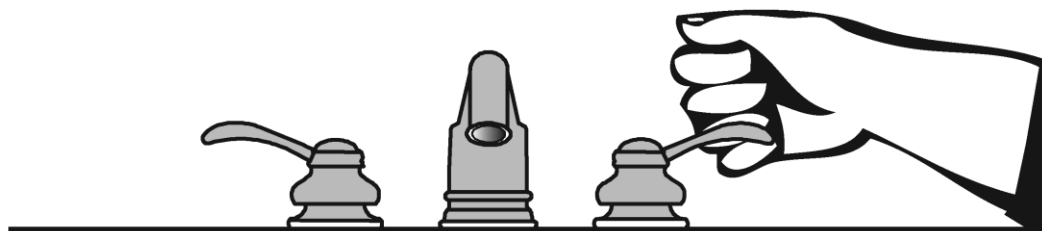
2026 Assessment - Priority 3: Toilet Rooms

- Space - There are several ways in which the construction of the restrooms is not sufficient for current ADA standards. In the women's restroom, there is not sufficient approach to the door or space beyond that because of the privacy wall (Entrance 3.17). The men's room is also small for proper maneuvering (In the Toilet Room 3.17).
- Sinks - The distance between floor and bottom of the sink area is too short and the pipes are not protected against contact. In the men's room, the counter is too deep. (Lavatories 3.21-3.24, 3.26). The sinks were not installed with ADA standards in mind, but would require renovation to fix.
- Grab bars - They are slightly too high to meet new standards. There's also not enough space between the toilet and the wall to allow for sufficient length between the center of the toilets and the end of the grab bars on the wall side.
- Flushing mechanism - the handle is on the wrong side in the men's room and would require a new toilet fixture.
- Restroom door closing - The doors do not include pull handles on both sides of the door, only the outside. Pull handles could be installed on the inside of the doors.

The ADA Checklist for Existing Facilities

Priority 3 - Toilet Rooms

Based on the 2010 ADA Standards for Accessible Design



Project

Building West Branch Public Library

Location 300 N Downey St, West Branch, IA 52358

Date 8/4/2026

Surveyors Kat Korsmo

Contact Information Director@wbpl.org

When toilet rooms are open to the public they should be accessible to people with disabilities.



Institute for Human Centered Design
www.HumanCenteredDesign.org

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ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

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Priority 3 – Toilet Rooms		Comments	Possible Solutions
3.1 If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.) Note: If toilet rooms are chiefly for children, e.g., in elementary schools and day care centers, use the children's specifications in Toilets - 604.1, 604.8, 604.9, 609.4 and Lavatories and Sinks - 606.2.	☒ Yes ☐ No	Photo #:	• Reconfigure toilet rooms • Combine toilet rooms to create one unisex accessible toilet room •
3.2 Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? [See 2010 ADA Standards for Accessible Design – 216.8]	☐ Yes ☐ No	 Photo #:	• Install signs • •
3.3 If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility? [216.8]	☒ Yes ☐ No	 Photo #:	• Install sign • •
Accessible Route			
3.4 Is there an accessible route to the accessible toilet room? [206.2.4]	☒ Yes ☐ No	Photo #:	• Alter route • •

Signs at Toilet Rooms

3.5 Do text characters contrast with their backgrounds?
[703.5]

☒ Yes ☐ No

Are text characters raised?
[703.2]

☒ Yes ☐ No

Is there Braille?
[703.3]

☒ Yes ☐ No

Is the sign mounted:
On the wall on the latch side of the door?
[703.4.2]

☒ Yes ☐ No

Note: Signs are permitted on the push side of doors with closers and without hold-open devices.

With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? *
[703.4.2]

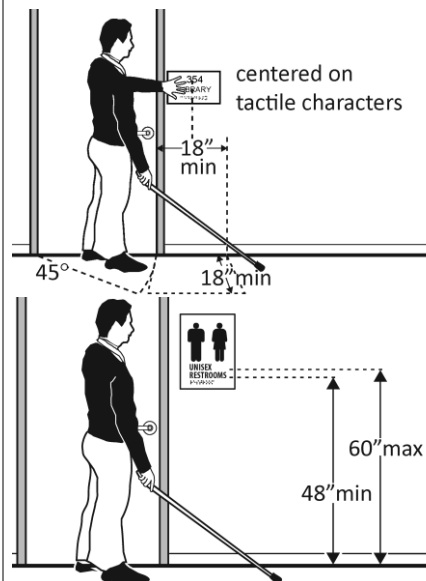
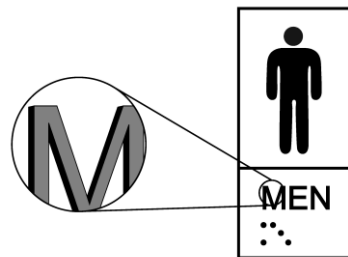
☒ Yes ☐ No

Measurement:
NA

So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60

☒ Yes ☐ No

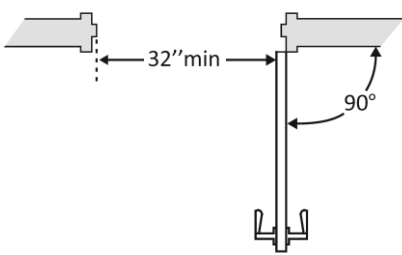
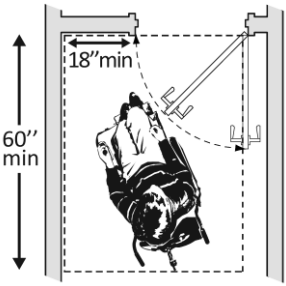
Measurement:
54"

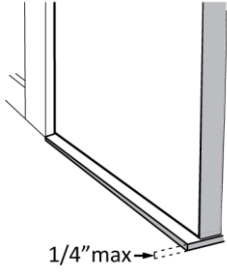


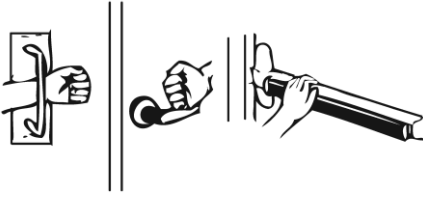
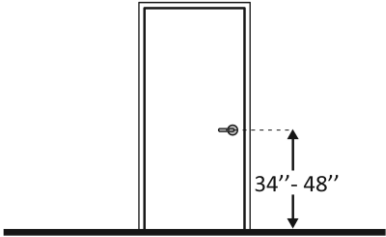
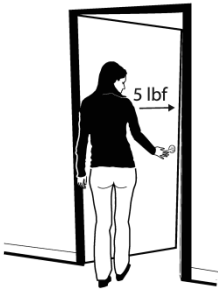
- Install tactile sign
- Relocate sign
-

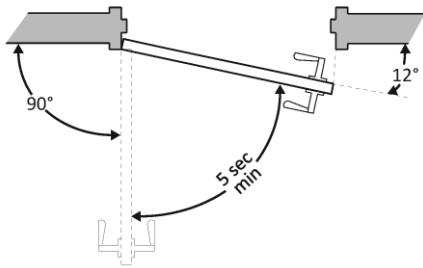
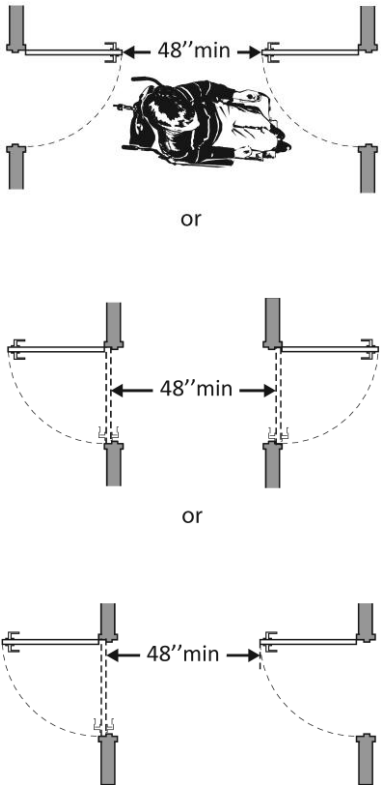
*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required

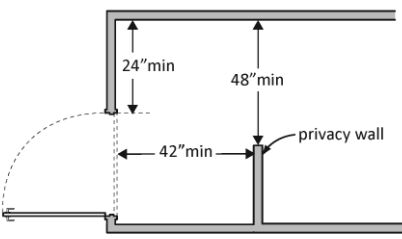
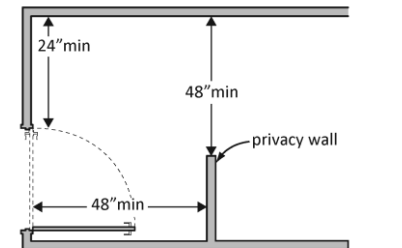
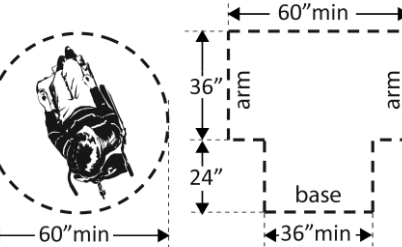
*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not

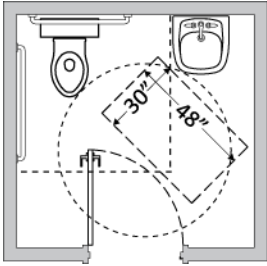
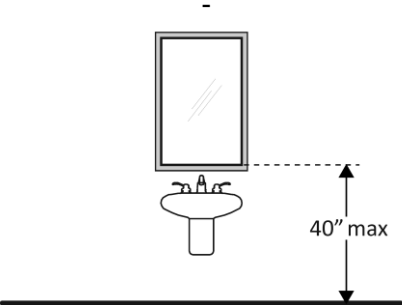
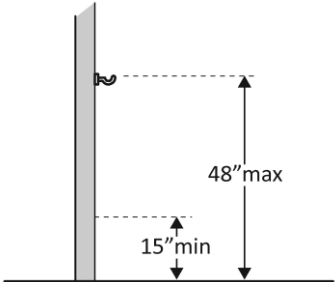
inches above the floor? * [703.4.1] Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.			Photo #:	required
Entrance				
3.6 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]	☒ Yes ☐ No Measurement: 33"		Photo #:	• Install offset hinges • Alter the doorway •
3.7 If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door On both sides of the door, is the floor surface of the	☐ Yes ☒ No Measurement: Women's 47" ☒ Yes ☐ No		There is a wall there.	• Remove obstructions • Reconfigure walls • Add automatic door opener

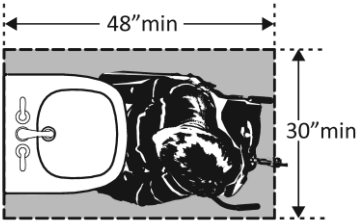
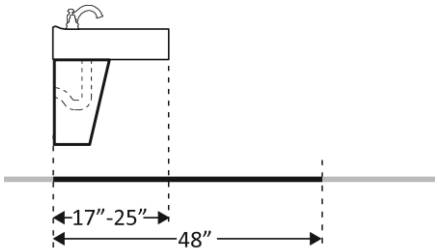
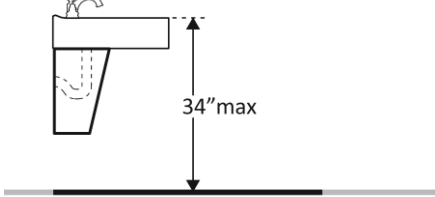
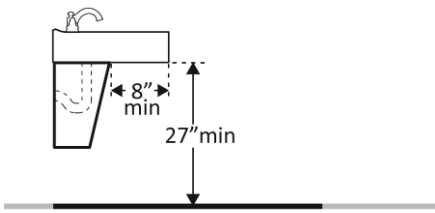
maneuvering clearance level (no steeper than 1:48)? [404.2.4]	Measurement: NA		Photo #:	
3.8 If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2] Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.	☐ Yes ☐ No Measurement: NA ☐ Yes ☐ No Measurement: NA ☐ Yes ☐ No Measurement: NA	  	NA Photo #:	• Remove or replace threshold • •

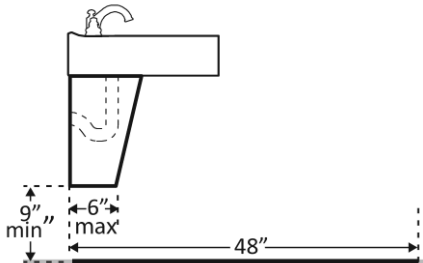
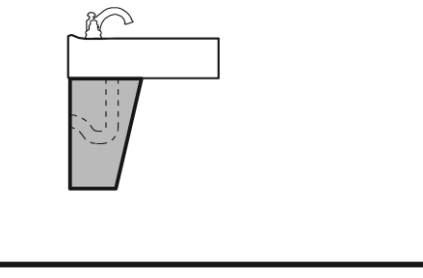
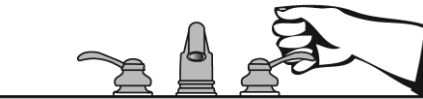
3.9 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)? [404.2.7]	☒ Yes ☐ No		Photo #:	• Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •
3.10 Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☒ Yes ☐ No Measurement: 37"		Photo #:	• Change hardware height • •
3.11 Can the door be opened easily (5 pounds maximum force)? [404.2.9] Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.	☒ Yes ☐ No Measurement: easy to open		Photo #:	• Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers

3.12 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]	☐ Yes ☒ No Measurement: 3 seconds		Photo #:	• Adjust closer • •
3.13 If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]	☐ Yes ☐ No Measurement: NA		NA Photo #:	• Remove inner door • Change door swing •

3.14 If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall? [404.2.4]	☐ Yes ☐ No Measurement: NA		NA Photo #:	• Reconfigure space • •
3.15 If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer? [404.2.4]	☐ Yes ☐ No Measurement: NA		NA Photo #:	• Reconfigure space • •
In the Toilet Room				
3.16 Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide? [403.5.1]	☒ Yes ☐ No Measurement: 54"		Photo #:	• Remove obstructions • •
3.17 Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square? [603.2.1]	☒ Yes ☐ No Measurement: 36"x60"		Photo #:	• Move or remove partitions, fixtures or objects such as trash cans • •

3.18 In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door? [603.2.3 Exception 2]	☐ Yes ☐ No Measurement: NA		NA Photo #:	• Reverse door swing • Alter toilet room •
3.19 If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor? * [603.3]	☒ Yes ☐ No Measurement: 39" ☐ Yes ☐ No Measurement: NA		Photo #:	* If installed before 3/15/2012 and the bottom edge of the reflecting surface is no higher than 40 inches above the floor, lowering the mirror to 35 inches is not required • Lower the mirror • Add another mirror •
3.20 If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor? * [603.4]	☒ Yes ☐ No Measurement: 40"		Photo #:	• Adjust hook • Replace with or provide additional accessible hook • * If installed before 3/15/2010 and the clear floor space allows a parallel approach, the coat hook may be 54 inches above the floor.

Lavatories The 2010 Standards refer to sinks in toilet rooms as lavatories.				
3.21 Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long? [606.2]	☒ Yes ☐ No Measurement: 55" long		Photo #:	• Alter lavatory • Replace lavatory •
3.22 Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet? [306.2]	☐ Yes ☒ No Measurement: Men's 28" Women's 24"		Photo #:	• Alter lavatory • Replace lavatory •
3.23 Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor? [606.3]	☐ Yes ☒ No Measurement: 38"		Photo #:	• Alter lavatory • Replace lavatory •
3.24 Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance? [306.3.3]	☐ Yes ☒ No Measurement: women's 26.5", men's 26"		Photo #:	• Alter lavatory • Replace lavatory •

3.25 Is there toe clearance at least 9 inches high? [306.3.3] Note: Space extending greater than 6 inches beyond the available toe clearance at 9 inches above the floor is not considered toe clearance.	☒ Yes ☐ No Measurement: 9"		Photo #:	• Alter lavatory • Replace lavatory •
3.26 Are pipes below the lavatory insulated or otherwise configured to protect against contact? [606.5]	☐ Yes ☒ No		Photo #:	• Install insulation • Install cover panel •
3.27 Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds? [606.4]	☒ Yes ☐ No ☒ Yes ☐ No		Photo #:	• Adjust faucet • Replace faucet •

Soap Dispensers and Hand Dryers

3.28 Are the operable parts of the soap dispenser within one of the following reach ranges:

Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor?

[308.2.2]

☒ Yes ☐ No

Measurement:
Soap dispenser
36" high

Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?

☐ Yes ☐ No

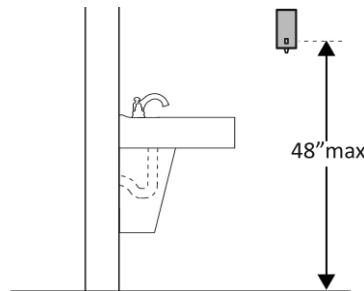
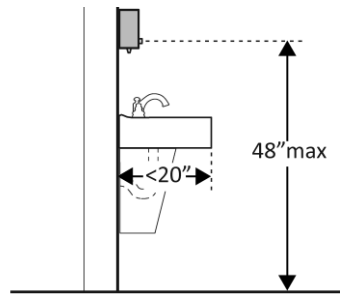
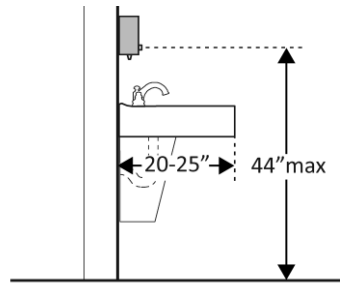
Measurement:
NA

Not over an obstruction: no higher than 48 inches above the floor?

[308.2]

☐ Yes ☐ No

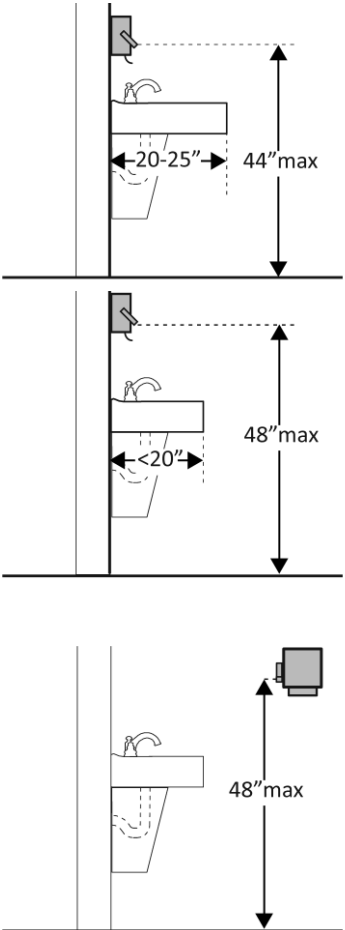
Measurement:
NA



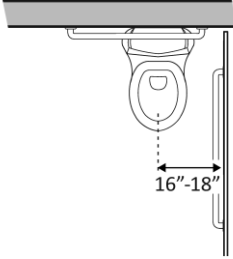
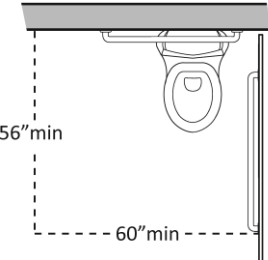
Counter in men's room is too deep (28")

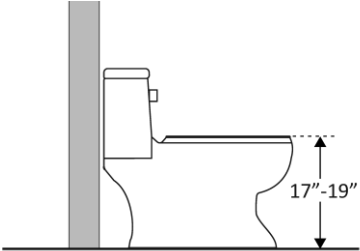
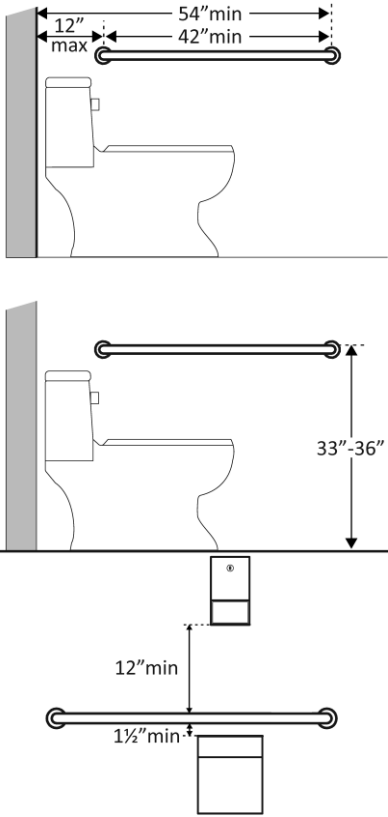
- Adjust dispensers
- Replace with or provide additional accessible dispensers
-

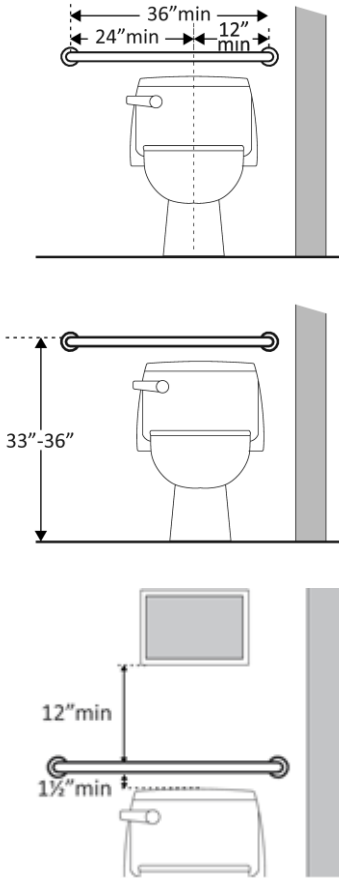
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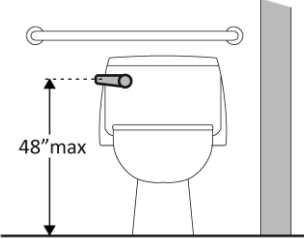
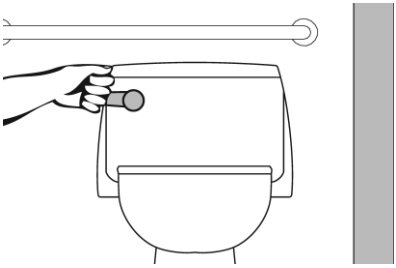
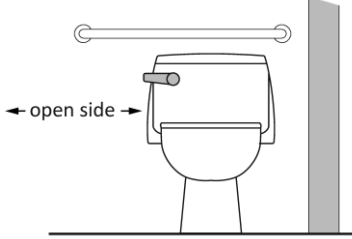
3.29 Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? [308.2] Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds? [309.4]	☐ Yes ☐ No Measurement: NA ☐ Yes ☐ No Measurement: NA ☒ Yes ☐ No Measurement: 43" ☒ Yes ☐ No ☒ Yes ☐ No Measurement: trifold dispenser, light force		Photo #:	• Adjust dispensers • Replace with or provide additional accessible dispensers •
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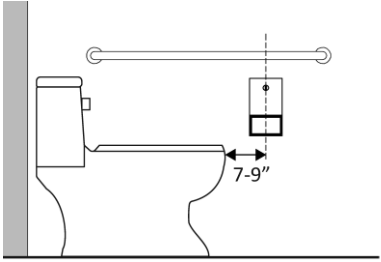
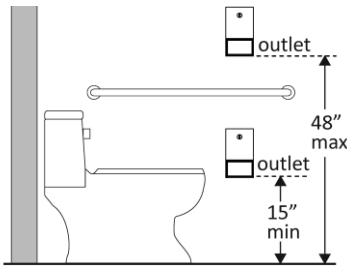
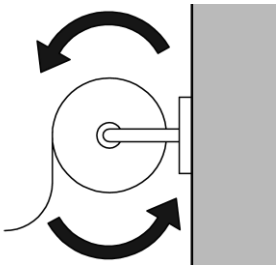
Water Closets in Single-User Toilet Rooms and Compartments (Stalls) The 2010 Standards refer to toilets as water closets.

3.30 Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition? [604.2]	☒ Yes ☐ No Measurement:		Photo #:	• Move toilet • Replace toilet • Move partition •
3.31 Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*[604.3.1]	☒ Yes ☐ No Measurement:		Photo #:	* If constructed before 3/15/12, clearances around water closets in single user toilet rooms can be 48 inches wide by 66 inches long or 48 inches wide by 56 inches long (depending on the approach to the water closet, see 1991 Standards Figure 28) and the lavatory may overlap that clearance if the door to the room does not swing into the required clearances at fixtures (such as lavatories, water closet and urinals) and the edge of the lavatory is at least 18 inches from the centerline of the water closet • Alter room/compartment for clearance • •

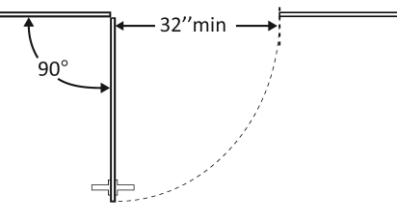
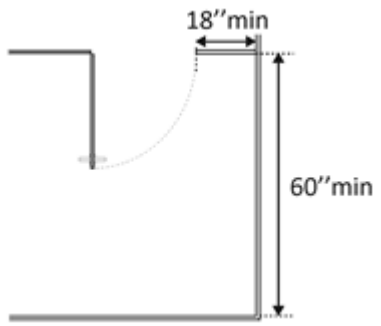
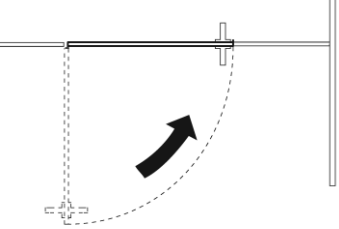
3.32 Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat? [604.4]	☒ Yes ☐ No Measurement:		Photo #:	• Adjust toilet height • Replace toilet •
3.33 Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall? Does it extend at least 54 inches from the rear wall? [604.5.1] Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4] Is there at least 12 inches clearance between the grab bar and projecting objects above? * Is there at least 1½ inches clearance between the grab bar and projecting objects below? *	☒ Yes ☐ No Measurement: ☒ Yes ☐ No Measurement: ☒ Yes ☐ No Measurement: ☒ Yes ☐ No Measurement: ☒ Yes ☐ No Measurement:			• Install grab bar • Relocate grab bar • Relocate objects • * If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards

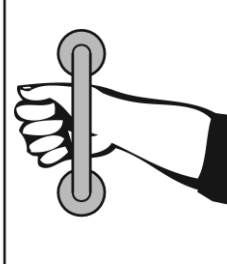
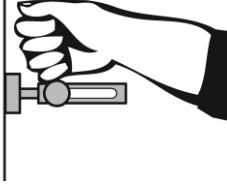
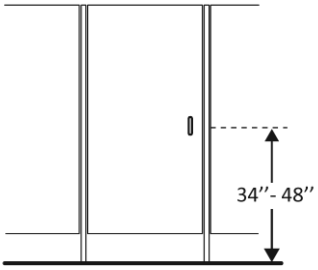
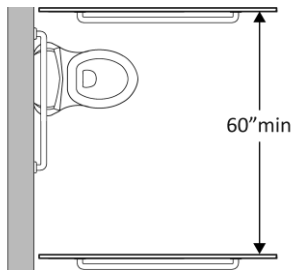
Is the space between the wall and the grab bar 1 ½ inches? [609.3]	☒ Yes ☐ No Measurement:		Photo #:	
3.34 Is there a grab bar at least 36 inches long on the rear wall? Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)? Does it extend at least 24 inches on the other (open) side? [604.5.2] Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4] Are there at least 12 inches clearance between the grab bar and protruding objects above?* Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	☒ Yes ☐ No Measurement: ☒ Yes ☐ No Measurement: ☒ Yes ☐ No Measurement: ☒ Yes ☐ No Measurement: ☒ Yes ☐ No Measurement:			• Install grab bar • Relocate grab bar • Relocate objects • * If constructed before 3/15/2012 grab bars do not need to be relocated;

Is the space between the wall and the grab bar 1½ inches? [609.3]	☒ Yes ☐ No Measurement:		Photo #:	there are no space requirements above and below grab bars in the 1991 Standards
3.35 If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor? [604.6]	☒ Yes ☐ No Measurement:		Photo #:	• Move control • Install sensor with override button no higher than 48 inches •
3.36 If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the flush control no greater than 5 pounds? [605.4]	☒ Yes ☐ No Measurement:		Photo #:	• Change control • Adjust control •
3.37 Is the flush control on the open side of the water closet? [604.6]	☐ Yes ☒ No		Men's: no Photo #:	• Move control • •

3.38 Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?* [604.7]	☐ Yes ☒ No Measurement: Men's 10"		Photo #:	* If constructed before 3/15/2012 dispenser does not need to be relocated if it is within reach from the water closet seat; the 1991 Standards do not specify distance from the front of the water closet • Relocate dispenser • •
3.39 Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor? Not located behind grab bars? [604.7]	☒ Yes ☐ No Measurement: ☒ Yes ☐ No		Photo #:	• Relocate dispenser • •
3.40 Does the dispenser allow continuous paper flow? [604.7]	☒ Yes ☐ No		Photo #:	• Adjust dispenser • Replace dispenser •

Toilet Compartments (Stalls)

3.41 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [604.8.1.2]	☒ Yes ☐ No Measurement:		Photo #:	• Widen door width • •
3.42 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? [604.8.1.2] Note: See 2010 Standards 604.8.1.2 Doors for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door	☒ Yes ☐ No Measurement:		Photo #:	• Remove obstructions • •
3.43 Is the door self-closing? [604.8.1.2]	☒ Yes ☐ No		Photo #:	• Add closer • Replace door •

3.44 Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?* [604.8.1.2]	☐ Yes ☒ No		Photo #:	* If constructed before 3/15/2012 door pulls do not need to be added; door pulls are not required in the 1991 Standards • Replace hardware • •
3.45 Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist? [309.4]	☒ Yes ☐ No		Photo #:	• Replace lock • •
3.46 Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☒ Yes ☐ No Measurement:		Photo #:	• Relocate hardware • •
3.47 Is the compartment at least 60 inches wide? [604.8.1.1]	☒ Yes ☐ No Measurement:		Photo #:	• Widen compartment • •

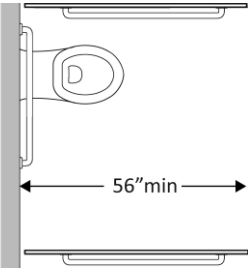
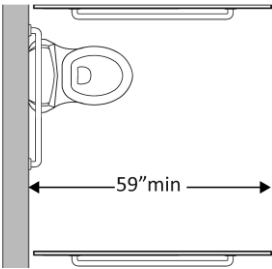
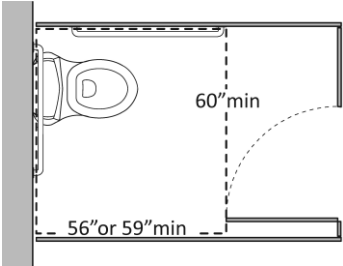
3.48 If the water closet is wall hung, is the compartment at least 56 inches deep? [604.8.1.1]	☒ Yes ☐ No Measurement:		Photo #:	• Widen compartment • •
3.49 If the water closet is floor mounted, is the compartment at least 59 inches deep? [604.8.1.1]	☒ Yes ☐ No Measurement:		Photo #:	• Alter compartment • •
3.50 If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)? [604.8.1.1]	☒ Yes ☐ No Measurement:		Photo #:	• Reverse door swing • Alter compartment •
	☐ Yes ☐ No		Photo #:	• • •
	☐ Yes ☐ No			• • •

			Photo #:	
	☐ Yes ☐ No		Photo #:	• • •

Memo



TO: Library Board of Trustees

FROM: Jessie Schafer, Director

DATE: 8/12/2026

SUBJECT: Discuss/Approve designated physical and internet posting places for library board meeting notices

Background

On May 15, Governor Reynolds signed House File 2490 into law, which makes changes to Iowa Code Chapters 21 and 22 relating to public meetings and records. The new law took effect July 1, 2026.

HF2490 stipulates that as of July 1, public meeting notices now require:

- Advising news media who have filed a request with the governing body for notice of a public meeting.
- Posting the physical meeting notice in a prominent and conspicuous place which is annually designated by the governmental body. The meeting notice must also be posted in a place that it is visible at all times.
- Posting the notice on the primary website or other primary internet presence maintained by the governmental body.
- Ensuring that any amendments to the tentative agenda are marked "AMENDED," identify the changes, and also follow the notice requirements.

Information

Currently, library board meeting agendas are posted in the following locations:

- On the glass on or near both entrances to the library
- On the window of the City Office
- On the library's website, wbpl.org

The [State Library received guidance from the Iowa Public Information Board \(IPIB\)](#) about this law, which included the following note regarding internet posting: "The term 'primary' requires a governmental body to post electronic notice in one location that it designates as its primary internet site or internet presence, *not* on every internet site or internet presence it maintains."

It is believed that designating internet posting locations is suggested but not required by the law; only physical posting locations must be designated.

Recommendation

The current posting locations fulfill the requirements of HF2490. Recommend designating the main library entrances, city office, and library website wbpl.org as posting locations for library board meeting agendas.

Memo



TO: Library Board of Trustees

FROM: Jessie Schafer, Director

DATE: 8/12/2026

SUBJECT: Discuss/Approve Review of Confidentiality Policy

Background

The library is required to review policies at least once every 3 years. The Confidentiality Policy was reviewed last year, but I feel it is good practice to review policies regularly so we're familiar with them.

Information

There have been no events or changes in the library world which warrant revisions to the Confidentiality Policy. Our policy is comparable to other area libraries.

Recommendation

The staff's recommended policy is as follows:

Confidentiality Policy

Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information privately. The purpose of this policy is to explain how the Library will respond to requests for information about library users and use information for library purposes.

Access to Patron Records

The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library are confidential. No individual except authorized Library staff shall have access to circulation other than his or her own without the cardholder's consent. Library accounts for which a bill has been sent may be revealed to parents of minor children, a collection agency, or law enforcement personnel.

Security Cameras

Camera placement shall be determined by the Library Director or his/her designee. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms.

Security cameras are installed in the Library to protect the safety and security of people, the building and its contents. Only authorized Library staff may view recordings. However, Library security camera recordings are public records, and may be viewed upon receipt of an open records or law enforcement request.

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such recordings shall be treated as confidential as provided in Iowa Code §22.7 (13). Only designated Library staff may view real time images or screen recorded images for potential breach of confidentiality.

Videotaping and Photography

Please note that the library is a public place and members of the public may record or photograph programs, events, and other activities at the library except where privacy is expected (i.e., restrooms, private use of meeting spaces) or where such video or photographs may violate Iowa Code §22.7 (13) (see Security Cameras section above). In the event library staff record or photograph events for library use, permission will be sought prior to the use of the images. Intended uses by library staff include documents and reports which are public record, and promotion of future programs. At no time will the library use names of those photographed or video-taped without prior consent of those individuals involved.

Requests for Records

At no time will the Library Director, who serves as custodian of the records, release protected records except pursuant to a process, subpoena, or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative, or legislative investigative power. Library staff will seek legal counsel from the City Attorney in the event of such a request for release of Library records, and will respond to the request according to advice of counsel.

The library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access. When patrons use those resources, they are subject to the individual third-party terms and privacy policies.

Reviewed 08/26

Reviewed 08/25

Revised 07/24

Reviewed 6/23

Reviewed 5/22

Reviewed 10/21

Revised 10/19

Reviewed 07/16

Revised 08/15

Reviewed 12/13

Revised 11/10

Approved 03/10

Memo



TO: Library Board of Trustees

FROM: Jessie Schafer, Director

DATE: 8/12/2026

SUBJECT: Discuss/Approve date/time for November board meeting

Background

This year the second Wednesday in November falls on Veterans Day (11/11), which is a city holiday.

Information

Since the library will be closed on November 11, I would like to discuss the possibility of having the meeting at an alternate time. While I would be able to come in to host the meeting, it would be preferable to have the day off.

Recommendation

Find an alternative time available to a quorum of board members.