

WSPL Board Minutes

Location: Webb Shadle Public Library
Date: August 5th, 2021
Time: 7:00 pm
Attendees: Craig Stephens, Eric Hoffman, Jennifer Latch, JoEllen Glick

Key topics

1. We called our August meeting to order at 7:03 pm.
2. JoEllen provided a detailed **director's report** noting library usage, collection updates, event news, and library business. She is working on changing the library's name/tax id # on numerous documents, sites, and vendors. Her employment paperwork is on file at the city and she has been submitting her time sheet to the city/receiving paychecks every 2 weeks.
3. **Upcoming irregular bills:**
 - We unanimously approved JoEllen's request to purchase barcodes and business cards to serve as new **library cards**. The old ones are almost out and this is a good opportunity to upgrade the library name. She gave us two quotes - one for buying cards premade (\$1K) and one for buying different items from different vendors and putting them together herself (\$400). We chose the lesser amount.
 - **Bridges** (Iowa's eBook, audiobook, and streaming video buying consortium) letter of agreement signed and invoice being sent.
 - The library's online event calendar was having issues. **Neapolitan Labs** able to troubleshoot. Invoice expected?
4. JoEllen will prepare a **budget** for fiscal year 2021-22. She will present budgets for the year and month of September to the board at our next meeting. She will work Rachel, city clerk and library board treasurer, to come up with the line items she wants. We recommended adding an income line for donations/book fines/East Room rental, etc. *We would like her to verify with the city that this money will be considered extra income for the library above the \$60,000 budgeted.* We would like to report this at our next meeting so it is detailed in our minutes.
5. JoEllen is looking for a **part time person** that would fit within the amount budgeted for paychecks to fill in for her when she is gone.
6. We unanimously approved the following for the **East Room rental**: Rental Policy, Rental Agreement form, Rental Fee Exemption Request form, and a Cleaning Expectations list to be hung on the East Room closet door.
7. We did not review/discuss Chapters 1-4 of the the **Iowa Library Trustee's Handbook** since two members were absent. We will reschedule to September's meeting. **REMINDER:** All board members should **create individual accounts at IA LEARNS**, part of the State Library Endorsement Academy, to track their trustee training. This is on the State Library website.
8. There is a **Trustee Training dinner** and event in Knoxville on Thursday, Sept. 9th from 6-8pm that at least one of us needs to attend with JoEllen. Julie has offered to go.

9. We will take turns representing the library/attending **city council meetings**, held the 3rd Tuesday of the month at 5:30. Each board member and JoEllen should plan on attending twice per year. PLEASE sign up if you haven't yet.

Schedule thus far:

- o July: Jennifer
- o August: _____
- o September: Julie
- o October: _____
- o November: Eric
- o December: Eric
- o January: Jennifer
- o February: _____
- o March: _____
- o April: _____
- o May: _____
- o June: _____

10. We need to schedule **trustee training** with Maryann Mori. Looking at September's meeting.
11. We adjourned our meeting at 8:55 pm.

Our next meeting will be:
Thursday, September 9th @ 7pm