

# WSPL Board Minutes

Location: Webb Shadle Public Library Board Room  
Date: December 8th, 2021  
Time: 6:30 pm  
Attendees: Eric Hoffman, Julie Cowden, Jennifer Latch, Craig Stephens

1. **Call to Order:** 6:38pm
2. **Approve Agenda.** Eric motioned. Jennifer 2<sup>nd</sup>. Passed unanimously.
3. **Approve November minutes.** Eric motioned. Jennifer 2<sup>nd</sup>. Passed unanimously.
4. **Treasurer's Report:** JoEllen sick. No official November Treasurer's Report, but see proposed budget from #9 Budget Finalization for unofficial report.
5. **Director's Report:** JoEllen sick. No official report. Julie reported that new part time employee Jerra Fust (originally scheduled for Monday morning 10-12) covered for JoEllen's time off Monday-Wednesday. She reported that there were over 100 visitors on Wednesday due in large part to some classes coming during the day and parents/kids coming after school to view the Elementary Festival of Art.
6. **Robert's Rules Review:** We reviewed Parliamentary Procedure for our meetings. Jennifer handed out a chart. Noted that **subcommittees** should be formed and doled out amongst all members so that the time consuming tasks are handled outside of Board meetings. The Board meeting should be focused on voting to accept motions/proposals or sending subcommittee back to work.
7. **Trustee Training:** We went over Chapter 5 of the Trustee Handbook: Approving and Monitoring the **Budget**. Each member present received 1 hour of credit toward their training.
8. **Old Business:**
  - Julie updated us on Maryann Mori's email detailing how to handle **volunteers**. She recommended developing policy related to volunteer roles and responsibilities and having volunteers fill out an application. She provided links to other libraries' policies/applications. She also shared some information from the State Library of Iowa's data that helped conceptualize how the city and library board share responsibility for the library building.
  - The follow up decision on whether to provide access to **Reasnor** was to not provide access. This decision was based on not being able to beat Newton's price when basing the rate fairly on Pleasantville's per capita cost and wanting to keep open and helpful relationships between libraries.
9. **Budget Finalization:** Budget subcommittee Julie and Jennifer proposed 2022-2023 Budget.
  - Some **revenue line items needed to be finalized** by JoEllen. Julie will reach out to her.
  - Some **new line items need to be added** through Rachel, and we need to ask her how to go about adding Capital Improvement Projects that would cover things like heat/AC replacement, computer updating, PA system, etc. and then creating a **Special Revenue/Carry Over fund** as suggested in the Trustee Handbook that would allow any unused budgeted funds at the end of the year to be transferred to it. Jennifer will meet her to finalize.
  - Will also check with Rachel on **questions regarding insurance** (if city levied for it separately, can we reallocate funds to other line items?) and the **Rural Readers County money \$7750** (was it considered part of the \$60,000 the city gave us to budget this fiscal year?)
  - The Board will try to meet next week to vote on a final version of the budget. It needs to be in by the **end of the year**. The city will be breaking out in **workshops** soon after the first of the year. We will send a couple representatives to the workshop relevant to the library budget and capital projects.
  - It was recommended that **copies of the Trustee Handbook** be given to each of the members of city council with special attention to the table on page 31 detailing the roles and responsibilities of the city/library board/librarian.

10. **New Business:**

- Reminder given that JoEllen and Jerra will **need employee handbooks**. City Clerk Rachel will be updating the City Handbook soon and will incorporate the library specific criteria then. In the meantime it was suggested that the library specific criteria be printed and given to JoEllen and Jerra.

11. **Adjourn:** 10:01pm. Motion by Jennifer, 2<sup>nd</sup> by Julie. Passed unanimously.

**City council meeting Duty**  
(3<sup>rd</sup> Tuesday of the month at 5:30pm)

- ~~○ July: Jennifer~~
- ~~○ August: JoEllen~~
- ~~○ September: Julie?~~
- ~~○ October: NOT ATTENDED~~
- ~~○ November: NOT ATTENDED~~
- December: Eric
- January: Jennifer
- February: Lisa
- March: Craig
- April: Julie
- May: Craig
- June: \_\_\_\_\_

**Trustee Training hours logged:**

Julie: 3.5  
Craig: 2  
Eric: 2  
Lisa: 1  
Jennifer: 2

**Our next meeting will be:**  
**Wednesday, January 5th @ 6:30 pm**