

WSPL Board Minutes

Location: Webb Shadle Public Library
Date: July 6th, 2021
Time: 7:00 pm
Attendees: Julie Cowden, Eric Hoffman, Jennifer Latch

Key topics

1. We called our June meeting to order at 7:08 pm.
2. We determined that it would be beneficial to have JoEllen attend board meetings, as much of the information we cover will need to be directly discussed with her. We will also need to get a budget report from Rachel, city clerk. We will include her in the board minutes emails. Items **needed for meetings**:
 - o Director's Report (JoEllen provided—lots of great info on stats, etc.)
 - o Budget Report - month-to-date, year-to-date, balance (as recommended by the trustee manual)
 - o Time off Requests
 - o Post 24 hour notice of meetings at library and city hall. (Ask JoEllen if she can do this.)
3. Eric will review **projected budget** line items with Rachel, and we plan to approve a budget for fiscal year 2021-22 next month.
4. The board needs to set the **calendar for the next year**, including closing of the library for a short amount of time for town parades (4th of July, Homecoming). We will ask JoEllen to create and bring to board for approval.
5. JoEllen has prepared a binder with information on how to turn on the computer, and check in and out books. It is in the lower left drawer of the circulation desk in the pink binder. We are recommending that she hire a **part time person** that would fit within the amount budgeted for paychecks and/or have a deep call list of volunteers to call on.
6. The library will now be charging for **private party use of the East Room**. \$50/day, \$50/refundable cleaning deposit. Policies for this and renter cleaning list is being finalized. We will also ask renters to fill out a form.
7. We need to double check that **rental fees, donations, etc.** to the library will be considered extra income for the library above the \$60,000 budgeted. We will need to report this at our next meeting so it is detailed in our minutes.
8. Ashley Robinson, elementary art teacher who holds her art camps at the library, **donated \$500** to the library. We need to find out if the check is for Friends or the library. We would like to send a thank you from the board.
9. Through a grant from 3M and the last of the money from the trust that was transferred for the month of June, JoEllen was able to **bulk up on cleaning supplies, toilet paper, paper towels, etc.**, so we are hopeful that line item will be low for this fiscal year.
10. We will review/discuss a portion of the **Iowa Library Trustee's Handbook** to be read before the meeting by each board member. August's meeting will discuss Chapters 1 - 4.
11. 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.

12. 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. We will check to see if there is a limit on numbers who can attend.
13. 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. 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: _____
14. Due to busy summer schedules, we will have **August's meeting** on Thursday, August 5th (instead of Tuesday, August 3rd). Mariann Mori would like to meet for a training session. We will ask her if our September meeting time will work for her.
15. We adjourned our meeting at 9:35 pm.

Our next meeting will be:
Thursday August 5th @ 7pm