

WSPL Board Minutes

Location: Webb Shadle Public Library
Date: June 1st, 2021
Time: 7:00 pm
Attendees: Julie Cowden, Lisa Furnal, Eric Hoffman, Jennifer Latch, Craig Stephens

Key topics

1. We called our June meeting to order at 7:08 pm.
2. The **official date** of the city's take over of the library is July 1st, 2021. At that time all budget items will be run through the city, not the trust.
3. JoEllen Glick was officially offered the **librarian position**, and she accepted.
 - 1) She shall receive a salary of \$36,000 annually.
 - 2) She shall be paid every 2 weeks.
 - 3) She shall work a minimum of 29 hours and up to but not equivalent to, 32 hours on average per week.
 - 4) She shall take PTO for time off less than 29 hours per week.
 - 5) PTO shall consist of 80 hours per year, and shall be allotted in full at the beginning of the city's fiscal year, July 1st.
 - 6) She may carry up to 20 hours of PTO over to the successive year, with a cap of 100 hours PTO possible in one year.
 - 7) She shall not receive health insurance as a part time (under 32 hours/wk) city employee
 - 8) She shall turn in a monthly report to the Library Board prior to their regularly scheduled meetings which shall include:
 - Hours worked
 - Expenditures (current list of bills paid/month to date spending, budget balance remaining, list of expected items.) Should be able to work with city clerk on this.
 - Any time off requested
 - Special requests
 - 9) Any other part time employees shall not receive PTO or any other benefits.
 - 10) These terms shall be noted in the library's Procedures and Policies, noted as an exception to the City of Pleasantville's Employee Handbook
4. We discussed how JoEllen could use funds to **buy books**.
 - Create billed account from library book provider like Baker & Taylor
 - Use City of Pleasantville's Amazon account
 - Borrow the credit/debit card from the city for special purchases.
 - Use money from petty cash for unexpected, small purchases
5. Without the budget to cover a devoted cleaning person, we have decided to create a list to reference for **cleaning** the library.

DAILY: CHECK & TOUCH UP

- Bathrooms (Toilet, Sink, Door handles, Floor, Mirror)
- Entry door knobs/handles
- Front Door glass
- Sitting/coffee area furniture
- Computers/counters
- Patron tables/chairs
- Spot clean flooring, including front entry, as needed
- Water plants

WEEKLY: BE SURE THAT ABOVE CLEANING ITEMS HAVE BEEN COMPLETED IN ENTIRETY AT LEAST ONCE

MONTHLY

- Dust all shelves
- Vacuum all carpeting

*EAST ROOM: INSPECT AND CLEAN AS NECESSARY BEFORE AND AFTER EVENTS

- A Cleaning Check List shall be created for renters to fulfill at the end of their event
6. Beginning in July we will implement **new policies for use of the East Room**. We will charge private parties (graduations, birthdays, showers, etc.) a refundable \$50 cleaning deposit plus a \$50 rental fee. We will offer a waiver to those recommended by the librarian, dependent on the Board's review and approval. Nobody will be turned away if they are financially unable to afford this charge. All parties will be expected to fulfill the cleaning list, regardless of type of use or waiver.
 7. Lisa and Julie will **prepare the policies** mentioned above for inclusion in the official Library Handbook of Policies and Procedures.
 8. Beginning in July we will review/discuss a portion of the **Iowa Library Trustee's Handbook** to be read before the meeting by each board member. July's meeting will discuss Chapters 1 & 2.
 9. We adjourned our meeting at 9:37 pm.

**Our next meeting will be:
Tuesday, July 6th @ 7pm**