

WSPL Board Minutes

Location: Webb Shadle Public Library Board Room
Date: November 3rd, 2021
Time: 6:30 pm
Attendees: Eric Hoffman, Lisa Furnal, Julie Cowden, Jennifer Latch, Craig Stephens, JoEllen Glick

Key topics

1. Notable takeaways from Director's Report:

- **Trending up** in circulation and new patrons.
- Water main break 9-30-21 to east of library resulted in minor **damage to some baseboards** in the East Room.
- JoEllen attended **ILA (Iowa Library Association) Conference 10/6-10/8**. She wasn't able to attend every session due to lack of help at the library, but reported positive experiences in most sessions and networking with neighboring librarians nonetheless. The total fee for registration, parking and mileage was \$391.60
- **New part-time hire** Jerra Fust. \$11/hr. Starts Nov. 8th. Will work Mondays 10am - noon (story time mornings), occasional Saturdays and cover JoEllens PTO.
- **Volunteers also now have log in access to check in/out books**. They will not have access to patrons personal information or the ability to change system settings. There is a binder with computer operating instructions in the lower right file cabinet of the front desk.
- JoEllen has contacted Angie Graham, tech specialist at the school, for help applying for the "**E-Rate Program**" which makes internet access service more affordable for schools and libraries with anywhere from 50-90% discounts. Rural areas often qualify for higher discounts.
- Considering allowing someone to do their **community service** at the library.
- Report of **damage to an outside table**.
- Answering machine not working. In **need of new phone/answering set**.
- The .27/1000 assessed property value **levy** for the library was passed in the Nov. 2 election. Yes:150, No: 55. It will go into effect for the July 1, 2022 - June 30, 2023 fiscal year. Expecting approximately \$15,000 from this levy.
- JoEllen attending **Marion County Director meeting** 11-5-21 in the morning. Volunteer will cover desk.

2. We unanimously supported JoEllen's request to hire Abby Glann (former part-time librarian) as a **web service provider** for the website at \$15/hr. 0-4 hours/month as needed.

3. Julie presented more information on how to go about offering **open access contracts** to communities like Reasnor, who approached us asking for a rate. After speaking with Maryann Mori, these are the recommendations:

- **no set formula**
- be **fair/equitable** based on
 - ➔ per capita breakdown for Pville residents (60k/1676 people = \$35.80) (Maryann had us at \$42.99 based on a higher budget under the memorial) *Hoping to have this larger budget back next fiscal year, as the 60K budget does not cover all expenses.

- ➔ population of town requesting open access (Reasnor = 155)
- ➔ what similar size library rates are (Size C)
- maintain **good repore** with surrounding libraries
- strongly suggested creating a **united front** with other county libraries with a consistent, averaged rate. (Five Marion County libraries - Pella \$69.88 , Knoxville \$60.10 , Pleasantville \$35.80, Melcher \$37.98, Bussey \$12.89 = $216.65/5 = 43.33$ per capita average)

Current and future Pleasantville per capita calculations as well as county averages all came in higher (\$5254-\$6716) than Reasnor's current contract with Newton (\$3000).

4. Several concerns have surfaced, drawing into question the proper **relationship with the city** on the following issues:

- **Tuck Pointing** - City maintenance director Shawn Breazeale told JoEllen to expect a bill for tuckpointing from Bob Gripp in the \$1000 range. We were not given a chance to consult the budget on this or give the go-ahead.
- **Heat/AC replacement** - Friends of WSPL have been raising funds to replace the outdated, inefficient, unreliable units. After getting several estimates, they secured a bid of \$42,850 from Rawson Mechanical. A member of the city council has decided to get a bid elsewhere. Need to clarify who/how this will be financed and maintained.
- **Rising natural gas costs** - How will we cover if predictions of 50-90% increases in gas costs come to fruition this winter?
- **Accounting for extra income**, including: Rural Readers money, money from book fines/room rental, etc. Since the library will likely run low/out of funds before the end of the year, we would like to propose an amendment be made to allow these extra funds to become extra income above the \$60K allotment. (It was the board's understanding that that the \$60K budget from the city was the maximum they could allot at that time and any other income the library secured would be on top of the \$60K.)
- The estimated **\$15K from the levy** for next year. Again, need clarification that this would not dig into the \$60K allotment.

5. We will begin to address these issues by:

- **Seeking board trustee training** from Maryann Mori (would like to see if she is available before our 6:30 pm meeting on Wednesday, Dec. 8. Like 5:30?
- Setting the **budget for the remainder of this fiscal year**
- Setting the **budget for fiscal year 2022-23**
- Continuing to **study the Trustee Training manual** from the State Library of Iowa

6. We set **December's board meeting** for 6:30pm Wed. 12/8 and **January's board meeting** for 6:30pm Wed. 1/5.

City council meeting Duty
(3rd Tuesday of the month at 5:30pm)

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

Trustee Training hours logged:

Julie: 2.5
 Craig: 1
 Eric: 1
 Lisa: 1
 Jennifer: 1

Our next meeting will be:
Wednesday, December 8th @ 6:30 pm