

# WSPL Board Minutes

Location: Webb Shadle Public Library  
Date: September 14<sup>th</sup>, 2021  
Time: 7:00 pm  
Attendees: Craig Stephens, Eric Hoffman, Lisa Furnal, Julie Cowden, Jennifer Latch, JoEllen Glick

## Key topics

1. We called our September meeting to order at 7:11 pm.
2. JoEllen provided a detailed **director's report** noting library usage, collection updates, event news, and library business. Of special note:
  - She will be **out of the library** for an emergency doctor appointment for her child the morning of 9/15. Brian Glick will cover the desk, taking notes for JoEllen to reply to instead of gaining access to the computer system. Craig suggested looking into setting up a separate login for volunteers that would not give them access to private library and patron information.
  - Library cards came in from Vista. The barcode labels for the cards and for new books came in from Data2, but the new **book labels** were duplicates. Data2 resending correct labels at no additional fee. The original lamination plan for the library cards was not adhering properly. Suggested purchasing laminate card pockets for approximately \$30 from Amazon.
  - **Ongoing East Room** usage currently scheduled for Wednesdays at 2pm for Christian Church construction meetings and Wednesday evenings starting 9/29 for a different local Christian youth group.
  - On Sept. 14<sup>th</sup>, JoEllen turned in a **petition** to Rachel at city hall with 55 signatures asking for the vote for the library levy (.27/\$1000 assessed property tax) to appear on the ballot this fall.
3. **Recent/Upcoming irregular bills:**
  - **Bridges** (Iowa's eBook, audiobook, and streaming video buying consortium) invoice of \$604.92 (August)
  - **Atrium** subscription (online catalog system) \$795 (Sept)
  - **OPAC Snapshot** (allows patrons to look up library items online) \$395 (Sept)
  - Shawn Breazeale from city maintenance informed JoEllen that the library has been scheduled for **tuck pointing**. This will run \$500-\$1000.
4. JoEllen presented a detailed monthly **budget** from July1 to present. We would eventually also like to see a budget forecasted for the entire year, and presumably will have to present a forecasted annual budget after the first of the year to the city. We still are not clear as to whether additional funds (from Rural Readers, donations, etc.) will be budgeted over and above the \$60K/yr from the city. Also, we really need clarity as to whether the \$4150 budgeted by the city for insurance is to be taken out of the \$60K allotment.
5. Abby Glann has decided not to return to her **PT position** at the library. JoEllen is looking for a part time person Mondays from 10am - noon and to fill her time off.
6. The annual Iowa Library Association Conference is Oct. 6-8. We voted to transfer funds from the salary account to new budget line item - Education - in order for JoEllen to attend with the caveat that she needs to procure someone to cover her hours. We would also give her comp time for the 7<sup>th</sup> which is a Thursday (library closed) if she can find someone to **cover operating hours**. Although there is no fee, she also needs to cover the library's open hours in order to attend the next Marion County Director Meeting in Bussey at 10am on Oct. 15<sup>th</sup>.
7. JoEllen and Julie attended the **Trustee Training dinner** and event in Knoxville on Thursday, Sept. 9. State library representative Maryann Mori lead this event and Marion County librarians/trustees attended. The main theme for this event was "Equity/Inclusion/Diversity." JoEllen and Julie reported on specific topics and questions: Should the library be fine free? Have a "Guilty Jar" instead? Should there be a limit on number of check-outs? Can we provide hot spots? (\$35-\$45 reported cost. Get grant? JoEllen has had one request in the past.) How do we provide more access for seniors - transportation, deliveries? What should our approach be to events that pertain to holidays? There is a lot on which to reflect and build future policy. Julie is credited 1.5 hours of trustee training through this meeting.

8. JoEllen will need to revisit the **policies** listed on the library's website. After JoEllen revisits the policies in existence and as she creates new policy, we would like physical copies to be stored in a binder for us to review and approve.
9. We reviewed/discussed Chapters 1-4 of the **Iowa Library Trustee's Handbook**. Takeaways were a better understanding of our role as trustees, the importance of continuing education for ourselves and JoEllen, and our Five Primary Board Responsibilities: 1) Hiring the Library Director, 2) Approving and Monitoring the Budget, 3) Developing and Adopting Policies, 4) Planning for the Library's Future, and 5) Evaluating Service and Advocating for Advancements. The next few months we will look more intensely at these categories. October = Chapters 5 & 6: Budget & Policy.  
November = Chapters 7 & 8: Future Planning & Evaluating Service/Advocating for Advancement  
We each earned 1 hour toward trustee training through this reading/discussion.
10. Through our discussions of the Trustee Training Dinner/Event and our own Trustee Handbook discussion, a few ideas bubbled to the surface that we would like to flesh out perhaps in the meeting corresponding with the topic at hand. I will record them here for **future review/consideration**.
  - Outreach - Long Term Care residents/patients - send flyer with Meals on Wheels - info on how to contact library to help check out and deliver books. Lisa and Julie were both interested in helping library patrons like these personally.
  - Need Handicap signage - parking space- direction to handicap entrance
  - How do we ascertain what the public wants out of the library/future plans? (More computers? Genealogy Space?) How do we effectively survey the community?
  - If we are ever to host live virtual meetings, we were advised to use Zoom, not Facebook Live, as it is more accessible.
11. Knoxville Public Library is holding a **book discussion** on the book, **13 Ways to Kill Your Community** by Doug Griffiths. Practical, implementable steps that can be taken to bring a dying community back to life. Our library has copies available.
12. We need to schedule **trustee training** with Maryann Mori. We would like JoEllen to ask Maryann to join us at our February meeting.
13. We adjourned our meeting at 9:18 pm.

**City council meeting Duty**  
**(3<sup>rd</sup> 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:**  
**Tuesday, September 5th @ 7pm**