

WSPL Board Minutes

Location: Webb Shadle Public Library Board Room
Date: April 13th, 2022
Time: 6:30 pm
Attendees: Jennifer Latch, Julie Cowden, Eric Hoffman, JoEllen Glick

1. **Call to Order:** 6:43pm
2. **Approve last meeting minutes.**
3. **Treasurer's Report:** Balance is \$21,805.26 (4/4/22)
4. **Director's Report:** Key takeaways.
 - Due to legalities, the library must now pay it's own piece of the city **water bill**. Last month was \$51.76. Placed in line item: Utilities.
 - Part-time staff, Jerra Fust, will be picking up a few extra hours on Fridays, as well as the time off requested in advance by JoEllen. This is within the **Part-time Wages line item** amount in the budget.
 - On March 17th, there was a **boiler pipe leak** above the tables in the Children's area. Shawn Breazeale from City Maintenance brought in the school's power lift and had an outside company make repairs. They also looked at the large **canister lights** that are not in use due to the high cost of running them. They found the wires to be severely frayed and corroded, and thus, a fire hazard. They replaced the wires and installed LED lights in the fixtures. JoEllen contacted Cowden and Latch, but repairs were already underway, so there was no ability to vote on repairs as a board. Amount of invoice unknown at this time. ***Need to clarify legalities of emergency repair decisions.***
5. **City Council report:** No report submitted. Cowden on schedule for upcoming April meeting.
6. **Old Business:**
 - **Policy development** rough drafts are done for:
 - Collection Development
 - Circulation
 - Internet
 - Community Service

All board members should review and be ready to approve or suggest changes to these policies at our next meeting.

- The IT expert JoEllen has been working with on replacing the **two front desk/office computers** has recommended a budget PC, the HP Slim S01-pF1025se Desktop PC, at a cost of \$450 each. He would charge \$100 for research and installation, for a total of \$1000. We would like to know if there is much of a step up in quality if the budget would allow up to a \$500 increase. JoEllen will ask and bring answer to next meeting, at which time we hope to know what the repair costs for the boiler pipes/light fixture wiring will be.
- Tabled **Thanksgiving/Christmas library** closures until future meeting with next year's fiscal calendar proposal.
- Neopolitan Labs gave a bid of \$125 to put a **password-protected section** for the Board on the website. We concluded that the only real benefit to this (contractor Abby Glann can add non-password-protected sections/tabs) would be remote access to the Director's calendar. We can rely on the physical calendar in JoEllen's office for that information, should we need it, so we voted unanimously to decline this service.

7. **New Business:**

- At the March City Council meeting, Tammy Clark was approved by the mayor and city council to be the **replacement Board member** taking Lisa Furnal's term remainder.
- The Board unanimously approved JoEllen's request to **contract with Abby Glann** to work on the library's website, adding a tab for Policies, The Adventure Pass, Book Club, and the School Newspaper. There should be enough money left in the Contractual Services line item for this service. We would also like a tab for Board business to be posted for public access. (Agendas, Expense Reports, Meeting Minutes)
- Line item **Programs** is overspent with additional funds to be taken out with the remainder of the Adventure Pass to be billed. Motion by Latch to move \$425 from Part-time Wages to Programs. Hoffman 2nd. Passed unanimously.
- State Librarian district consultant Mariann Mori is scheduled to meet with us at our May meeting for **Trustee Training**. She asked if Runnells board members could also attend for training. We approved. There is some confusion needing cleared up on the date as we requested May 11th and her last email communication stated May 4th. Waiting to hear back for the clarification.

8. **Adjourn:** 8:08pm Latch motioned. Second by Hoffman. Passed unanimously.

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

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

Trustee Training hours logged:

Julie: 4.5
Craig: 3
Eric: 3
Jennifer: 3

Our next meeting will be:
Wednesday, May 11th @ 6:30 pm