

# WSPL Board Minutes

Location: Webb Shadle Public Library Board Room  
Date: February 9<sup>th</sup>, 2022  
Time: 6:00 pm  
Attendees: Jennifer Latch, Craig Stephens, Julie Cowden, JoEllen Glick

1. **Call to Order:** 6:07pm
2. **Approve last meeting minutes.** Motion by Stephens. Second by Cowden. Passed unanimously.
3. **Treasurer's Report:** JoEllen has a couple numbers she needs to have Rachel move around to other line items. Motion to accept with JoEllen's changes to be worked out with Rachel by Stephens. Second by Cowden. Passed unanimously.
4. **Director's Report:** Key takeaways/additions besides written report.
  - The Marion County Board of Supervisors has requested a **new budget proposal** from the Marion County Library Directors. The directors will meet next week to prepare a new presentation.
  - The **heat** went out again on Monday, 2/7 and had to have repairs.Motioned to accept director's report as read by Latch. Second by Cowden. Passed unanimously.
5. **City Council report:** Reported last meeting. Stephens on schedule for upcoming February meeting.
6. **Old Business:**
  - Waiting for city to notify us of **break-out budget meetings** so that JoEllen and a board member can attend when they cover the library budget for fiscal year 2022-23.
  - Hoffman has spoken to a potential candidate for **library board replacement**. He will follow up and if candidate is interested, he will write a letter of recommendation to the city.
  - We would like to have an online calendar that board members could access to check **Annual Calendar** with JoEllen's projected time off. JoEllen will check with library's web contractor, Neopolitan Labs to see if that could be added. Also, need to publish official yearly library calendar with dates open/closed. Could be done on existing event calendar on website. Board should approve a paper copy too.
7. **New Business:**
  - The board considered how to handle covid pay. Part of this consideration included info that the city has extended it's covid pay this season. JoEllen had 20 hours of sick leave due to covid, and reported having 26 hours left for this fiscal year. Motion by Latch to vote to reinstate these 20 hours of PTO. Second by Cowden. Passed unanimously.
  - **New Policy rough drafts** presented for feedback by JoEllen covering Circulation and Collection Development. Cowden also presented a draft for consideration on Community Service policy. To reach State of Iowa Library Tier Status we need 4 key tiers: 1)Circulation, 2)Collection Development, 3)Internet Use, 4)Personnel.
  - The library's **printer maintenance bill** increased dramatically last quarter from \$67 to \$120. The contractor, Forbes Office Solutions was called in to resolve this issue and address color print issues. Key discoveries: printer settings on printer and computers were set to color. The printer will print using colors, even when printing black and white documents, resulting in a much higher charge per copy from Forbes. They adjusted settings and explained how to handle settings in the future. The skewed color problem was linked back to a Canva program used to print flyers, etc. These need to be saved/printed at a higher resolution, like a png, not a pdf, to retain color. We will continue to monitor this bill, and consider whether we need their services. It was suggested to check with the city's contractor and see if there might be a cheaper way to piggy back off of their's.
  - Part of the issue with the color problem with the Canva program was that high resolution images were taking a very long time to load on the front desk computer, which is actually on loan from a former employee. Both this and the office computer are in dire need of replacement as they are both very old and slow. JoEllen will look into **computer recommendations** and installation/file transfer pricing.

8. **Adjourn:** 7:40pm Latch motioned. Second by Stephens. Passed unanimously.

City council meeting Duty  
(3<sup>rd</sup> 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: \_\_\_\_\_
- June: \_\_\_\_\_

Trustee Training hours logged:

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

**Our next meeting will be:  
Wednesday, March 9<sup>th</sup> @ 6:30 pm**