

WSPL Board Minutes

Location: Webb Shadle Public Library Board Room
Date: January 19th, 2022
Time: 6:30 pm
Attendees: Eric Hoffman, Jennifer Latch, Craig Stephens, JoEllen Glick, Julie Cowden (via Zoom)

- Trustee Training:** We started our online training session with Maryann Mori via Zoom at 6:35pm. She presented a slideshow "Trustee Roles - Basics." Some key takeaways:
 - **Process for applying to be a trustee:** Application form turned into the city. Mayor appoints. City council approves. Generally will welcome recommendations from the board.
 - **Withdrawn books/property** should be sold, not given to private entity like Goodwill. Alternatively, they could be given to another library or used for library projects.
 - **Evaluations** should be performed yearly and kept at city hall for 60 years.
 - Library director should make **report to city council** every 6 months with accomplishments/concerns, #s/stories
 - Director should request treasurer report from city hall and put together with director's report to form **packet - send to trustees** 48 hours prior to meeting.
 - **Open meetings** should be posted 24 hrs in advance: Time, Date, Place, Agenda. Paper copy at least 2 public places. (Does city have ordinance on where needs posted?) Maryann suggested Post Office and front door of library.
 - **Closed meetings** generally only for evaluations if requested and property purchase discussions. All voting must be at open meetings. Maryann suggested forming a committee to perform director evaluation that could then report to board at meeting.
 - **Accreditation** = state funds.
 - Review tier standards and city specific ordinance
 - Must be public library for 2 years
 - Written strategic plan including mission statement and library purposes with 5 year outlook. Surveys, focus groups, etc. of community wants/needs. Maryann can help with this.
 - Review Policy every 3 years
 - Personnel
 - Internet use
 - Collection development
 - Circulation
 - **Closing the library due to unforeseen circumstances.** When faced with illness and lack of staff to cover hours, Maryann suggested the librarian should contact a board member and close with a sign posted, "Closed due to Staff Shortage." Need POLICY for this.

Training concluded at 7:40pm. Each board member was credited with 1 hour of training.
- Call to Order:** 7:49pm
- Approve agenda.**
- Approve minutes.**
- Treasurer's Report:** No official report, as this meeting was specially scheduled for training. The official January meeting was cancelled due to many being ill.
- Director's Report:** No official report, as this meeting was specially scheduled for training. The official January meeting was cancelled due to many being ill. JoEllen did report that she attended the last online meeting of the Marion County Board of Supervisors. The county librarians made presentations and asked that the \$95,000 county library budget be increased to \$100,000 allotting an extra \$1000 to each library. The immediate response did not sound favorable, and there were talks of even cutting the current library budget. Results should be available soon. We should also be able to contact the county treasurer, Jake Grandia, office directly for that information some time in February.

7. **January City Council report:** Asked city to have library sidewalks cleared after snowfall, as they were not done in time for library hours at last snowfall. Breazeale reported that they are directed to put all attention on roads first, and that we should come up with an alternative plan. Latch suggested that library might receive extra funding to hire a subcontractor to shovel sidewalks.
8. **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.
 - City Clerk Rachel will be updating the **City Handbook** at some point and will incorporate the library specific criteria then. In the meantime library specific criteria is being given to JoEllen and should be passed on to Jerra.
9. **New Business:**
 - Lisa Furnal has resigned from the library board. We would like to have a recommendation for a **replacement board member** to suggest to the mayor in approximately two weeks. Need to look into application form.
 - We need to schedule the **library director evaluation**. We will schedule a specific date in July as that time frame grows closer. We would like to form a subcommittee to perform the evaluation and report back to the board. (Craig and Jennifer)
 - We need to create an official calendar of **scheduled holidays/closings** for the library.
 - JoEllen requested that our **monthly meetings** be scheduled further into the month, so she has ample time to compile the previous month's reports. We voted unanimously to have them on the second Wednesday of the month at 6:30pm in the library board room beginning in February 2022.
10. **Adjourn:** 8:41pm

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: _____
- June: _____

Trustee Training hours logged:

Julie: 4.5
 Craig: 3
 Eric: 3
 Lisa: 1
 Jennifer: 3

Our next meeting will be:
Wednesday, February 9th @ 6:30 pm