

WSPL Board Minutes

Location: Webb Shadle Public Library Board Room
Date: June 8th, 2022
Time: 6:30 pm
Attendees: Jennifer Latch, Julie Cowden, Eric Hoffman, Tammy Clark, JoEllen Glick

1. **Call to Order:** 6:36 pm
2. **Approve last meeting minutes.**
3. **Treasurer's Report:** Balance is \$9253.43 (6/6/22) Motion to accept: Latch. 2nd: Hoffman. Passed.
4. **Director's Report:** Key takeaways
 - Board requested that documents be shared in a format different than the library's current **free office program (LibreOffice-odf files)**, as some aren't able to open that format on their phones. Asked JoEllen to convert documents to Microsoft or pdf before sharing.
 - JoEllen gave a thorough review of **library statistics** including book/material circulation, new patrons, inter-library loans, computer/wi-fi use, book/material collection acquisitions and removals, and event attendance
 - Abby Glann **website work** - Done: (5 hrs @ \$15/hr) Added "Public" to Webb Shadle Library, set up Adventure Pass. To be done: Book Club info scanned in, wish list updated, policies added, defunct programs deleted (Transparent Language, Brainfuse), switch to State Library supported free website/hosting.
5. **City Council report:** May's meeting was not attended by a board member. JoEllen presented a quarterly report to the council including news on the May band concert held on the library lawn and the new Adventure Pass.
6. **Old Business:**
 - The following **policies** were signed and adopted by the board:
 - Collection Development
 - Circulation
 - Internet
 - The birds nesting within the brickwork became more of an urgent problem in the past week, as the problematic area in the front resulted in birds entering the building, specifically in the storage/utility room closet of the East Room. Cowden worked with Bob Gripp to spray foam and steel wool the area. Once the baby birds have left the nest in the back of the building (which is not a hole that goes clear through to the inside of the library), Bob can come back to **tuckpoint**. He believes this will be a day job of \$300-400. Because of the urgency of the situation and relative low expense expected, the

board voted to not get a second bid and to use Gripp's services asap. Cowden motioned, Hoffman 2nd. Passed.

- We reviewed 12 months of MidAmerican bills dating April 2021 - March 2022 totaling \$6260.95. During that time the Webb Shadle Trust mistakenly paid part of those bills, unbeknownst to the library board. We estimate the amount the trust to have paid to have been approximately \$1104, as our year end MidAmerican total out of the library's pocket was only \$4846.71 for July 2021 - June 2022. We were initially concerned that we had used faulty numbers to base the 22/23 fiscal budget on, however, we increased utility funding this past winter due to fears of a gas price hike which would have adequately funded the year. This leads us to believe that next fiscal year's utility budget should be close. Also, of note is that we have been charged monthly water bills of 51.76 since April. This was a surprise that we didn't base our 22/23 budget on either.

7. New Business:

- Hoffman and Latch formed a committee to perform the library director job review. This was completed on 6/6/22. Both Glick and Cowden were given copies of the review for their records.
- Fiscal Year End Budget Decisions and Reallocations:
 - Purchase two quoted Acer Inspire computers with Microsoft Office and installation for office and front desk. Add one more for patron use, as there is demand and an extra space for one more. (Budgeted \$2100 - line item "Technology Services") Hoffman motion, Cowden 2nd. Passed.
 - Purchase new office chair for front desk and replace as many East Room folding chairs as possible, as all are in poor repair. (Budgeted \$2500 - line item "Office Supplies") Hoffman motion, Latch 2nd. Passed.
 - JoEllen requested \$100 towards labels in Office Supplies. Cowden motion, Clark 2nd. Passed.
 - Hire Bob Gripp to tuckpoint exterior. Budget for extra day in case of unexpected repairs. (Budgeted \$800 - line item "Building Repair/Maint") Latch motion, Hoffman 2nd. Passed.
 - Remaining money to be budgeted for library books. JoEllen to assess on her last day before vacation, June 25th, and make prudent purchases. (Approximately \$300/\$400? - line item "Library Materials") Cowden motion, Clark 2nd. Passed.
 - Latch to meet with city clerk to run through numbers/reallocations on 6/9.
 - Next year we should ask the city council in April to pass a resolution for any unused funds at the end of the year to go towards "Special Projects/Capital Improvements."

8. Adjourn: 8:50 pm. Motion Hoffman. 2nd latch. Passed.

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

Our next meeting will be:
Wednesday, July 13th @ 6:30 pm