

WSPL Board Minutes

Location: Webb Shadle Public Library Board Room
Date: March 9th, 2022
Time: 6:00 pm
Attendees: Jennifer Latch, Craig Stephens, Julie Cowden, Eric Hoffman, JoEllen Glick

1. **Call to Order:** 6:41pm
2. **Approve last meeting minutes.** Motion by Hoffman. Second by Latch. Passed unanimously.
3. **Treasurer's Report:** Balance is \$26,133.30 (3/2/22) JoEllen reported discrepancies in her record keeping vs. Rachel's. \$141.74 in subscriptions. \$374.89 in telephone/communications. May just be lag in billing. Also, JoEllen deposited \$34 in Fine income and \$87.28 in Fee income. Not listed in Rachel's monthly report. Can it be included in the future? JoEllen will talk over these issues with Rachel.
4. **Director's Report:** Key takeaways.
 - On February 22nd JoEllen and librarians from Melcher, Bussey, Knoxville, and Pella met again with the Marion County Board of Supervisors who rendered their budget decision for county libraries. While they did not raise the overall amount of funding for libraries, they decreased both Pella's and Knoxville's and increased the three smaller libraries' to \$15,000 each for fiscal year 2022/2023, an increase of \$7250 for WSPL. They would not promise the same amount the following year and are curious to see how these new amounts will benefit the smaller libraries.
5. **City Council report:** No report taken. Stephens on schedule for upcoming March meeting.
6. **Old Business:**
 - **Policy development** continues to be underway for Circulation, primarily Under 18 policies, and Community Service. To reach State of Iowa Library Tier Status we need 4 key tiers: 1)Circulation, 2)Collection Development, 3)Internet Use, 4)Personnel.
 - JoEllen's office computer is currently not functional and the front desk computer on loan from former employee is outdated and slow. JoEllen is in contact with an IT expert who has given a loose idea of cost for the **two front desk/office computers** at \$300-\$500 each. He would like an idea of budget and computer requirements, so he can put together an estimate on replacement, installation, and file transfer. Tabled until we have better idea of whether there will be any room in the budget towards the end of the fiscal year.
 - The **break-out budget meeting with the city** was held on February 21st @ 3pm at City Hall. Julie Cowden, Jennifer Latch, JoEllen Glick, Kyle Patterson, Kody Jurgens, Brandon Pennington, and Rachel Reed were in attendance. The library board brought a request for \$77,880 for Fiscal Year 22/23 to the table, allowing for operational funding (with the addition of 8 hours/mo of outside cleaning service), minimal upgrades and adequate funding for book turn-over necessary for minimum Tier 1 State Library status as well as programming. Both of the latter areas were funded overwhelmingly from the Friends of WSPL volunteer grant-writing efforts this past year as the funds allotted to the library were only enough to cover operational costs. Notably, last fall the Pleasantville residents voted in favor of extra funding for the library when it voted over 70% in favor of a levy that will bring in \$14,951. The city settled on funding the library at \$66,250 for the 22/23 fiscal year. With the Marion County Board of Supervisors meeting coming up the next day, Kody Jurgens promised, with the backing of the other city council members in attendance, that any funding they gave above last year (which was \$7750) would be an addition to the \$66,250 the city settled on at this meeting.
7. **New Business:**
 - Hoffman wrote a Letter of Recommendation for candidate Tammy Clark for **library board replacement**. The matter will now go to Resolution with the city council and hopefully Appointment by the Mayor.
 - JoEllen brought to the board's attention that **Christmas** will land on a Sunday this year. We will need to address what days the library will be closed. She also pointed out that the library is closed on

Thursdays which **Thanksgiving** lands on and wanted to know if there would be an extra comp day for the library. We will need to address these issues as we lay out the annual calendar.

- We would like to the library website to host an **online Annual Calendar** that board members could access for library hours and work schedules **and a tab for board related documents**. JoEllen will check with library's web contractor, Neopolitan Labs to see if those things could be added.
- Requests for **free East Room rental**: Sesili Basilaia, foreign exchange student, would like to host a fundraiser for the blind. Bunco group would also like to use on regular basis. Both of these we would consider for free rental. Both need to fill out the East Room paperwork.
- JoEllen was approached by the Warren County Historical Society in regards to providing permission and a link at no charge to the library website **connecting patrons to Indianola Tribune archives**. We voted unanimously to ask Abby Glann to set the link up at her contract rate of \$15/hr.
- JoEllen presented the **Adventure Pass** opportunity for Iowa libraries. It allows for library patrons to check out a digital pass to visit selected area attractions centered around educational experiences for free. It requires the library to pay an annual membership/tech fee of \$225 and additional fees for the attractions it selects. JoEllen would like to see us get passes for the Blank Park Zoo (\$250) and for the Science Center of Iowa (\$250). A pass allows 2 adults and 2 children admission for one day in the calendar year at no charge to them. Limit of one pass per day. Several local libraries offer the Adventure Pass, including Pella and Melcher. Because our library went without part time help for almost half the fiscal year, there are funds available to supply this. Total cost = \$725. We voted unanimously to divert funds from PT Employment to supply this pass.

8. **Adjourn:** 8:01pm 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: _____
- June: _____

Trustee Training hours logged:

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

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