

# WSPL Board Minutes

Location: Webb Shadle Public Library Board Room  
Date: May 11th, 2022  
Time: 6:00 pm  
Attendees: Jennifer Latch, Julie Cowden, Eric Hoffman, Tammy Clark, Craig Stephens (zoom), Guest: Maryann Mori for Trustee Training

1. **Call to Order:** 6:07pm
2. **Approve last meeting minutes.**
3. **Treasurer's Report:** Balance is \$16,354.07 (4/29/22) Does not include \$1054.06 bill from Rawson Mechanical.
4. **Director's Report:** Key takeaways
  - Mara, the director from the Pella library would like all the Marion County libraries to consider drafting a **28-E agreement** with the county regulating the manner in which the county appropriates money annually to the county libraries. She sent links to several counties' examples. We are unclear on what exactly her ideas of regulations would look like and have asked Joellen to get us more specific information.
  - **Marion County Trustee Annual Meeting** to be held at Knoxville Library on September 8<sup>th</sup> from 6:00-7:30 pm. Board members should try to attend if at all possible.
5. **City Council report:** April's meeting was not held as scheduled due to not having a quorum. The meeting was rescheduled for the next day. No library board members were able to attend, but JoEllen was there. Cowden on schedule for upcoming May meeting.
6. **Old Business:**
  - **Policy development** drafts were printed and sent home with board members. They should look over within the next couple days and make any suggested changes to JoEllen in a timely manner:
    - Collection Development
    - Circulation
    - Internet
    - Community Service
  - The IT expert JoEllen has been working with on replacing the **two front desk/office computers** has given an official bid of \$1400 to include 2 Acer Aspire desktop computers, 2 Microsoft Office Lifetime Licenses, and installation and service of computers. We will make a final decision at our June 8<sup>th</sup> meeting as funds allow.
7. **New Business:**
  - We discussed how **Petty Cash** works. It is to be used for small items needed in a timely fashion or for in-person book shopping (ex: Half Price Books). According to the Trustee's Handbook, the petty cash should be replenished each month. Receipts should be kept and expenses can be attributed after the fact to other line

items as deemed appropriate. We also voted to move \$100 from Petty Cash to Programs to cover the upcoming Coloring Contests' award money. Motion by Hoffman. 2<sup>nd</sup> by Latch. Passed unanimously.

- Cowden and Latch observed a bird nesting within the brickwork of the exterior of the building. The mortar has been considerably displaced there and in several other places. City Maintenance Manager Breazeale had advised tuck pointing earlier this year, but the board wasn't sure there would be funds for that. The library will move forward with getting 2 bids by our June 8<sup>th</sup> meeting: one from Bob Gripp and another to be determined.
- It has come to our attention that the former trust may have been partially paying part of the electric bill this year, making our 22/23 budget forecast possibly far underfunded. Cowden will clarify what the trust paid this fiscal year and if there are plans for next fiscal year. JoEllen will get copies of the last 12 months billing breakdown from MidAmerican.

8. Adjourn: 6:56 pm. Motion Hoffman. 2<sup>nd</sup> Cowden. Unanimously passed.

9. Trustee Training: 7:00pm - 8:45pm. Key takeaways:

- The library will be eligible as a public library to apply for accreditation with the state in February 2023. This would allow us some funding at the state level through the Enrich Iowa program. The high estimate is possibly \$1400 annually, but depends on what tier status we can obtain and how much the legislature votes for funding this program. This income should be entered as a separate line item in the budget as "Direct State Aid." There are several standards to achieve to hit each tier with the highest tier being Tier 3. Although libraries must reapply every 3 years regardless of tier status, if a library has only achieved Tier 1 or 2, they may apply again for a higher tier after only 1 year. Some of the standards we need to work on are:
  - Mission Statement
  - Director Evaluation. Written, 2 copies - one for director, one on file, signed by director and board. There is an HR webinar on the State Library site addressing this. (need to do this June. Hoffman and Latch forming committee.)
  - Annual Survey filled out by JoEllen in October
  - Strategic Plan. Written, addressing community needs. Maryann can get demographics from State Data Center and help us draft in the fall.
  - Fill out an ADA checklist
  - 2-3 hours of trustee training annually by each board member
  - Policy
  - 10 board meetings per year
- The library's website needs some updating. Maryann suggested having content transferred to a free website builder/hoster run through the State Library called "Plow." An added benefit is free training/guidance through the state library. One disadvantage is that our historical picture content would be over the allowed amount of content with this service. Maryann had another solution. The Iowa Heritage Digital Collection (which can be found on the State Library site) could host these pictures in a section designated for our town. They will even lend a scanner and a person to teach how to use it (Tom Kaiser). The library's website could then provide a link to that site. One further site that Maryann suggested we look into was Foundation Directory Online. This is a database that will search for possible grants for any given nonprofit. Need to

clarify whether one needs to go in person to search or if a link to that could also be on our own website. JoEllen will investigate these website questions further.

- MaryAnn suggested that we should be giving a report on the library to the city council quarterly.

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: Julie
- June: Eric

**Our next meeting will be:**  
**Wednesday, June 8<sup>th</sup> @ 6:30 pm**