WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: December 13th, 2022

Time: 7:30 pm

Attendees: Jennifer Latch, Eric Hoffman, Craig Stephens (via phone), JoEllen Glick

1. Call to order: 7:30 pm
2. Treasurer’s Report: Balance is $41,319.42 (12/5/22). Motion to accept by Latch. 2nd by Stephens. Passed unanimously.
	* $726.67 Deficit in Line Item: Training. Plan to use county money still needing released for this line item.
	* Still working to get extra money ($7250) given by the Marion County Board of Supervisors transferred into this year’s budget.
		+ - * City Clerk informed Latch and Cowden that the original 22/23 budget subcommittee would need to meet again to have the funds released. Cowden has requested that City Clerk check with those city council members (Mayor Pennington, Councilmen Patterson and Jurgens) about when they would be available and has recently left a message on Jurgens personal phone. Latch will bring request to December City Council meeting if Cowden hasn’t gotten a response by then.
				* Some uses for these funds on hold include: Training, Collection updates, Program supplies and expansion (needed for Strategic Plan standard for Accreditation), fire safety compliant doors, office window tinting, and updates to the Teen and Readers Lounge areas.
				* Board of Supervisors indicated that this unprecedented increase in money allocated to the smaller libraries would be examined to see how it improved the overall quality/experience of these libraries.
				* JoEllen to meet with Board of Supervisors for annual library presentation in February (usually 2nd or 4th Tuesday). She would like a couple of board members to also attend. Hoffman and Clark showed interest.
3. City Council report: November: Clark relayed to council that the library was in the process of creating it’s Five Year Strategic Plan.
4. New Business:
* JoEllen gave Library Law presentation (satisfies Tier 2, Standard 15 for accreditation):
	+ Bingo at public libraries
		- Must not require fee to play
		- Prizes must be donated
		- Cannot be a fundraiser
	+ Trivia at public libraries
		- Considered a “game of skill,” so not considered gambling.
		- Can require fee to play. Fee must be equal amount to all players.
		- Prizes must be donated
		- No voluntary cash contributions can go to a pot for winner
* The board voted to set a discretionary spending amount for the Library Director, to enable her more freedom to purchase items deemed necessary before a scheduled board meeting. Limit: $500/purchase/month. Motion by Latch. Clark 2nd. Passed unanimously.
* Budget Amendment Request for County Money: See bullet in Treasurer’s Report above.
* Committee of Latch/Cowden formed to draw up 23/24 Budget Proposal. Recommendations to be made at January meeting.
1. Old Business:
* Examined two policy drafts:
	+ Personnel Policy: Eric motioned to accept. Clark 2nd. Passed unanimously. This completes the four policies necessary for accreditation.
	+ Community Service Policy: tabled until January. Eric will work with JoEllen on a couple questions. Ask for Maryann Mori to review.
	+ Policies will be posted on website by contract worker Abby Glann
* Upcoming Holiday Hours: Per City Handbook, as a city entity the library will be closed December 24th -26th and December 31st – January 2nd to observe the holidays.
* Accreditation milestones needed for January meeting:
	+ Examine Accreditation Tiers & Standards for compliance and any necessary documentation (Cowden and JoEllen)
	+ Clean up Strategic Plan draft (Latch)
	+ Execute ADA check-list (Hoffman)
1. Director’s Report: Key takeaways
* JoEllen informed the board that she has renewed her Director’s Endorsement, good until 2025.
* JoEllen bought new computer monitors for front desk/office use during Black Friday sales. She purchased with her credit card and city will reimburse: $299.91 for 3 monitors. Cowden purchased one more (limit was 3 per person) and city will reimburse: $106.97 for 1 monitor.
* Neopolitan Labs sent a letter of intent, effective January 1st, to provide complimentary, secure hosting and domain registration, allowing the library to keep its current website at no fee, which includes WordPress and saves money that would have been paid to transfer contents to a free State Library sponsored site.
* JoEllen would like to add Brenton Skating to the Adventure Pass. Cost $75. Effective beginning Jan. 1, pass would be for 2 adults/2 children plus skate rental. Hoffman motioned to accept. Latch 2nd. Passed unanimously.
* Voicemail provided by Mediacom is glitchy. Cowden will help JoEllen navigate.
* Maintenance/Improvement concerns/requests:
	+ Window tinting bid for office window (only one?) came in higher than liked ($328.92). JoEllen will get more bids.
	+ The library needs smoke detectors replaced (3).
	+ Loveseat in Reader’s Lounge is showing much wear and tear. Latch will research replacements and bring recommendations to Board.
	+ Extra shelving needed in storage room. JoEllen to purchase. (Within $500 director discretionary amount.)
	+ Some lights flickering. Check with city maintenance/call Harvey for quote.
* JoEllen requested consideration for a raise for part time employee, Jerra Fust, who has been on for over a year now. The Board asked her to bring information pertaining to this request to January meeting:
	+ current amount paid to other part time City of Pleasantville employees
	+ amount paid to other similar-sized libraries’ part time employees
	+ worksheet laying out a few different wages and grand totals for remainder of calendar year
* Tuesday, January 3rd, from 11am to 1:30pm the Farm Bureau has reserved the East Room for a meeting. They are expecting 25 people, including state legislators. Cowden offered to help make sure the room was clean, as it is reserved for a large family gathering the Sunday beforehand.
1. Adjourn: 9:19 pm. Motion Hoffman. 2nd Latch. Passed unanimously.

**Our next meeting will be:**

**Tuesday, January 10th @ 7:00 pm**

City council meeting Duty

Trustee Training hours logged in 2022/2023:

Julie: 5.25 hrs

Craig: .5 hr

Eric: 4.25 hrs

Jennifer: 5.75 hrs

Tammy: 5.25 hrs

(3rd Tuesday of the month at 5:30pm)

* + ~~July: Stephens~~
	+ ~~August: JoEllen~~
	+ ~~September: Cowden~~
	+ ~~October: Clark~~
	+ ~~November: Clark~~
	+ December: Latch
	+ January: Cowden
	+ February: Hoffman
	+ March: Latch
	+ April: Hoffman
	+ May:
	+ June: