WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: July 13th, 2022

Time: 6:00 pm

Attendees: Jennifer Latch, Julie Cowden, Eric Hoffman, Tammy Clark, Craig Stephens, JoEllen Glick

1. Call to order: 6:51 pm
2. Treasurer’s Report: End of the Fiscal Year Balance is $2282.30 (7/8/22) with $1946.47 set aside as an encumbrance for the purchase of 3 Acer Aspire desktop computers and Microsoft Office Lifetime Licenses, $169.99 set aside as an encubrance for the purchase of speaker/microphone, and two purchases from Baker and Taylor in the amounts of $70.56 and $49.82 set aside as encumbrances for books. This will leave $45.96 as an unused portion of the library’s 2021/2022 Fiscal Budget that would revert to the city’s general fund. **\*\*\*Sales tax was mistakingly paid on the purchases of the computers, Microsoft licenses, and speaker/microphone. The aforementioned numbers reflect costs with NO sales taxes. City clerk will be asked to initiate a refund of these taxes in order to meet the end-of-year budget surplus of $45.96.** Motion to accept: Hoffman. 2nd: Stephens. Passed.
3. Director’s Report: Key takeaways
* High number of children (94) and adults (23) entered the Summer Reading Program. JoEllen was able to procure more donated prizes. Peoples Bank has dropped off the tablet they are donating as the children’s grand prize. JoEllen, as always, will send thank you’s to all the donors.
* Bill and Chris Harvey generously sponsored the Birdhouse Building event, providing prize money of $150, a dry erase board easel, and an additional $200 donation to Friends of WSPL.
* The library received a refund check in the amount of $521.87 from MidAmerican Energy made out to Webb Shadle Memorial Fund. We believe this is due to the this trust unknowingly continuing to make payments on the library’s behalf. Cowden has tried to contact the memorial fund’s trustee Ron Danks by texts and by in person requests regarding these payments. She will continue to seek communication with him on this matter.
* A water leak was detected dripping from a ceiling beam onto the loveseat. It appears that there is discoloration running several feet along that beam indicating that there has been an unnoticed leak for some time. Valdez Roofing, the roof installers in 2015 (donated labor at that time), has been contacted. Valdez said he will take a look at it when his schedule allows.
* The Friends of WSPL received the $28,500 Prairie Meadows grant towards the library’s heat/cooling replacement. This, combined with the extra $14,300 the group has raised for this project, meets the Summer 2021 bid of $42,850, however there has been significant increases in material and labor costs in the past year. Rawson Mechanical will visit the library to adjust the bid in the near future. Friends are hoping to get a Pleasantville Local Option grant to cover the increases.
1. City Council report: Set part of our city council meeting duty for new fiscal year. See below.
2. Old Business:
* Abby Glann website work – to begin updating website now that in the new fiscal year. Looking into the pros and cons of a free site supported by the State Library of Iowa with some limitations vs. updating the library’s current site with yearly fee of $275 from Neapolitan Labs. Board asking for a tab with library related information, like meeting minutes, for the public to access.
* Completed projects/purchases: Tuck pointing by Bob Gripp $350, purchases of front desk office chair $199.99, east room folding chairs (some on backorder) $2450.70, 3 computers/Microsoft licenses $1946.97, speaker/mic $169.99.
1. New Business:
* Cowden motioned for JoEllen Glick, library director, to receive a 3% COLA raise to her annual salary for the 2022/2023 fiscal year, retroactive to July 1, 2022. Hoffman 2nd. Unanimously approved.
* Upcoming meeting topics of discussion:
	+ We need to establish a Special Revenue Fund for unused budget funds at the end of next fiscal year and to provide a specific project option for donations made to the library. This fund will need to specify a Special Project/Capital Improvement.

* + We need to review the state library accreditation requirements and begin planning action steps to be ready to apply for accreditation by the end of 2022.
	+ One of the accreditation requirements is that each board member must have 2-3 hours of trustee training per year. Extra hours of training are available through the Iowa Learns tab at the State Library of Iowa website. <https://www.statelibraryofiowa.gov/index.php/libraries/training-consulting/boards/boardroom> **\*\*\*Attendance at the Marion County Trustee Meeting on Sept. 8th from 6:00-7:30 pm will provide 1½ hours of training to board members wishing to attend. Please let JoEllen know if you’d like to attend, so she can RSVP accordingly.**
	+ By the next meeting, board members should read Chapter 7 “Planning for the Library’s Future” and Chapter 8 “Evaluating Service and Advocating for Advancements” in the Trustee Handbook. Copies of the handbook can also be found on the State Library of Iowa’s website.

https://www.statelibraryofiowa.gov/index.php/libraries/training-consulting/boards

* + 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.”
1. Adjourn: 9:00 pm. Motion Latch. 2nd Hoffman. Passed.

City council meeting Duty

Trustee Training hours logged in 2021/2022:

Julie: 6.25

Craig: 4

Eric: 4.75

Jennifer: 4.75

Tammy: 1.75

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

* + July: Stephens
	+ August: JoEllen
	+ September: Cowden
	+ October: Clark
	+ November: Clark
	+ December: Latch

Trustee Training hours logged in 2022/2023:

Julie:

Craig:

Eric:

Jennifer:

Tammy:

* + January: Cowden
	+ February: Hoffman
	+ March: Latch
	+ April: Hoffman
	+ May:
	+ June:

**Our next meeting will be:**

**Wednesday, August 10th @ 6:30pm**