WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: August 10th, 2022

Time: 6:30 pm

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

1. Call to order: 6:38 pm
2. Treasurer’s Report: Balance is $62,567.85 (8/1/22).\*\*\* Starting year budget recorded as $66,250.00 as agreed upon at the Break-Out Budget Session with City Council last February. This amount reflected the assumption that the library would receive similar funding from the Marion County Board of Supervisors in the amount of $7750. City Council member Jurgens, with backing from the council members present, promised that in the event that county funding was more, the increase would be added to the library’s budget. The County ended up increasing Pleasantville’s allotment to $15,000 for the 22/23 fiscal year. Currently, the increase is recorded on the revenue side of the library’s budget, but has yet to be incorporated into the expense side. Latch will speak with the city clerk to find out how to distribute these funds into this year’s budget. Motion to accept: Hoffman. 2nd: Stephens. Passed.
3. Director’s Report: Key takeaways

* To reach tier status with the state, the library is expected to meet a standard of 3% turnover of books/materials. JoEllen reported that the library met this goal with the help from Friends of the WSPL who received a grant last year from Marion County Community Foundation for books.
* The new computer installation required new adapters to be able to function with the old monitors. Price: $59.96
* The Friends of WSPL submitted a check in the amount of $5 towards the old books that were taken out of the library’s circulation last fiscal year.
* The birdhouses that were entered into the library’s Birdhouse Building event were moved to the Gladys Black Chimney Sweep Tower and Memorial Garden for public display until the fall.
* Ron Danks has offered to turn the refund check made out to the trust from MidAmerican in the amount of $521.87 to the Friends of the Library. JoEllen will coordinate a meeting time.

1. City Council report: No library related business was discussed at July’s meeting.
2. Old Business:

* Valdez Roofing, the company that installed the library roof for free in 2015, has not reached back out about looking at the roof to see what might be causing a leak. JoEllen will try again this month, but if he is unresponsive, we will look into having a different roofer examine it.
* Abby Glann has begun revamping the website using a combination of free State Library applications along with others with the goal of reducing the yearly fee of $275 previously paid for web support. JoEllen would like to keep the blog feature which may result in a small yearly fee. Abby is also looking into options for the Pleasantville historical pictures currently on the site. JoEllen will be kept up to date on how to interface with any new applications. Abby will also update the library’s patron data base.

1. New Business:

* Budget Amendment? See \*\*\* in Treasurer’s Report above.
* The Board reviewed Chapters 7 (Planning for the Library’s Future) & 8 (Evaluating Service and Advocating for Advancements) of the Trustee Handbook. Key takeaways:
  + Planning for the library’s future is a standard that is required to meet Tier 2 status and must
    - Be current at the time of submission
    - Address community needs based on community data
    - Contain a mission statement
    - Include goals and measurable objectives
  + Evaluating Service should include
    - Making sure the library’s strategic plan and budget are working together.
    - Holding trustee’s accountable. Appendix in the handbook for this evaluation.
  + Advocating for Advancements requires
    - A deep personal commitment to the library and the services it provides.
    - A willingness to go out into the community on behalf of the library.
    - A sense of what the community needs the library to be in the future.
    - A willingness to work to help move the library forward.
* The Board reviewed the list of standards to attain Tier 1, Tier 2, and Tier 3 accreditation, and felt confident the library could attain all the standards necessary to reach Tier 3 by the end of 2022. Applications are due February 28, 2023. Application forms will be available in early December 2022.
* The Board will need a strategic plan for the library to meet Tier 2 status, and may wish to start a Special Revenue fund that would provide for needs the community wants/needs. Examples discussed were 1)a concrete pad underneath the ac units, 2)landscape beautification (trees, plants, structure, memorial, sculpture). JoEllen will contact Maryann Mori, district rep State Library of Iowa, to see if she could conduct training on strategic planning at the September board meeting.
* Marion County Trustee Training is September 8th from 6-7:30pm. Glick, Latch, Cowden, and Clark plan to attend. Stephens may as his schedule allows.
* One of the board members has a conflict with board meetings scheduled on Wednesday nights, so meetings will subsequently fall on the second Tuesday of the month at 7:00pm. **That means the next library board meeting will be Tuesday, September 13th at 7:00pm.**

1. Adjourn: 8:02 pm. Motion Hoffman. 2nd Stephens. Passed.

**Our next meeting will be:**

**Tuesday, September 13th @ 7:00 pm**

City council meeting Duty

Trustee Training hours logged in 2022/2023:

Julie:

Craig:

Eric:

Jennifer:

Tammy:

(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: