WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: September 13th, 2022

Time: 7:000 pm

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

1. Call to order: 7:08 pm
2. Trustee Training with Maryann Mori: focus on how to move forward with Strategic Planning, a Tier 2 standard the board would like to reach before accreditation review in February.
   * + **Gather Community Data** (RECOMMENDED WATCHING “PREPPING FOR ACCREDITATION” 30 MINUTE VIDEO ON STATE LIBRARY OF IA WEBSITE) by using one of the following methods:
       - Maryann can gather hard demographic data on the Pleasantville area from the State Data Center
       - Survey questions (difficult to come up with good questions and participation)
       - Focus groups - form community “team” made up of good representation of community (40 people) and Maryann will facilitate in person or online conversation. Recommends choosing 3 service areas to focus on.
     + **Research:** What is city’s Strategic Plan? What recommendations were given from the placemaker service the city used a few years ago? (JULIE WILL ASK CITY)
     + **Parts of a Strategic Plan to meet standard:**
       - Describe what community data was used and how it was put together
       - Mission Statement
       - Goals
       - Objectives
       - How to evaluate (ex. Quarterly)
     + **Timeline:**
       - Month 1: Initial Meeting (this meeting)
       - Month 2: Meet with Maryann to analyze data and begin to plan
       - Month 3: Write strategic plan
       - Month 4: Approve plan and begin implementation
   * Other topics/questions:
     + **Scanner Program** (for historical pictures) free through St. Lib. Ia. – Tom Keyser….link on our website to State Historical Society or MarionCountyHistory.com…Mara at State Center doing now….
     + Standard 31/32 **terminology clarification**: at least 3% “Weed and Add” not “turnover” (that relates to circulation)
     + **ADA checklist standard**: Four parts available for addressing. Only choose one. Not all recommendations must be met, but must be addressed.
     + **Govdeals.gov** – an auction house frequently used by public entities needing to sell property.
     + **Rollover Account?** “Capital Improvement Fund” – Ask city what plan is to replace/future capital improvements - CIP: City Improvement Plan
     + **Recommendations:** Board Room door – add window and lever handle, exit sign over back door, replace front doors with fire safety requirements.
3. Treasurer’s Report: Balance is $58,136.46 (9/1/22) No big, unplanned expenses to report. Motion to accept Treasurer’s Report by Latch. Hoffman 2nd. Passed.
4. Director’s Report: Key takeaways

* Adventure Pass usage – 18 uses over past 4 months
* Request for 3 new computer monitors for front and office desks. WILL PRICE FOR NEXT MEETING.
* The $4350 grant the Friends received from the city’s local option tax grant will be used towards the increase in pricing for the ac/heat replacement. Updated bid was $46,530. Rawson Mechanical looking to install this fall.
* Looking to install Brainfuse app on updated website (hoping to be ready by next meeting.) Free through St. Lib. Ia. Amenities include: \*Homework Tutors, \*Writing Lab (constructive feedback), \*Skill Surfer (practice ACT/SAT, etc. tests), Flashcard Creator. CLARK OFFERED TO PRESENT TO SCHOOL CLASSROOMS
* Four small Marion county libraries not paying for library service. Marion county libraries talking about forming alliance. Perhaps ask for yearly usage subscription from citizens of those towns who are using library services.
* Employee Orientation protocol created.
* Personnel Policy needed to meet standards for accreditation. CHECK WITH CITY CLERK ON CITY HANDBOOK UPDATES.
* Community Service Policy drafted. JOELLEN WILL EMAIL BOARD MEMBERS FOR REVIEW AND PUT ON NEXT MONTH’S AGENDA FOR APPROVAL.
* Lakefront Living asked if could advertise for the workshops it offers on the library’s electric sign. Unwritten policy is to not advertise for For-Profit Businesses, so turned down. NEED TO WRITE UP ELECTRIC SIGN POLICY FOR BOARD APPROVAL.
* JoEllen attending ILA conference in North Liberty Oct. 12th – 14th. Board approved at Special Meeting in August.
* JoEllen attending “Disaster Preparedness” at Johnston Library on 10/20. $15. Worth CE credits.
* New budget line item: “Training”
* Part-time employee Jerra Fust hours increased from 2 to 6 hrs per week. Mondays 10-12/1-3:30 and Fridays 10-12. She has her own library email: jerra@pleasantville.lib.ia.us
* JoEllen was asked to present on the library’s behalf at the Pleasantville Christian Church Dedication Ceremony on 9/18 @ 2pm

Motion to accept Director’s Report by Hoffman. Latch 2nd. Passed

1. City Council report: Nothing to report.
2. Old Business:

* No more water reported from ceiling leak area. Still want looked at. Valdez didn’t show for appt. COWDEN WILL TRY ONCE MORE AND THEN WILL MOVE ON TO A LIST OF ROOFERS.
* Trustee Training hours given for the following training:
  + Last month’s review of Trustee Handbook Chapters 7 & 8 (30 minutes)
  + Trustee Training county meeting at Knoxville library on 9/8 (1.5 hours)
  + Trustee Training at this (September’s) meeting with State Library of Iowa rep Maryann Mori (1 hour)

1. New Business:

* Hoffman presented a Trustee Orientation Handbook for new trustees.
* Question: Do we need to update the Resolution stating Board members’ names in the Ordinances?
* Answers to report by Latch: Questions for Rachel, City Clerk, from August 2022 Library Board Meeting: Attached.
  + End of fiscal year balance?
  + How do we transfer the balance of the money from the County Board of Supervisors to usable budget?
  + What is the process for having surplus end-of-year funds rolled over to the subsequent year?
  + JoEllen’s average hours per week.
* The Board unanimously chose to select the following Community Data Gathering method for Strategic Planning: “Maryann can gather hard demographic data on the Pleasantville area from the State Data Center” and to pursue the Timeline: “Month 2: Meet with Maryann to analyze data and begin to plan” at October’s Board meeting. We will meet with Maryann from 5pm to 8pm on Tuesday, Oct. 11th. WE WILL DECIDE THE WEEK BEFORE WHAT KIND OF FOOD TO HAVE DURING THE PLANNING.

1. Adjourn: 9:33 pm. Motion Hoffman. 2nd Clark. Passed.

**Our next meeting will be:**

**Tuesday, October 11th @ 5:00 pm**

Trustee Training hours logged in 2022/2023:

Julie: 2.5 hrs

Craig: .5 hrs

Eric: 1.5 hrs

Jennifer: 3 hrs

Tammy: 2.5 hrs

City council meeting Duty

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

* + July: Stephens
  + August: JoEllen
  + September: Cowden, JoEllen to give quarterly report.
  + October: Clark
  + November: Clark
  + December: Latch
  + January: Cowden
  + February: Hoffman
  + March: Latch
  + April: Hoffman
  + May:
  + June: