WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: February 14, 2023

Time: 7:00 pm

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

1. Call to order: 7:07 pm. Motion to approve agenda by Hoffman. 2nd by Clark. Approved
2. Treasurer’s Report: Balance is $30,236.11 (2/1/23). Motion to approve by Hoffman. 2nd by Clark. Approved

* Marion County Board of Supervisors awarded WSPL $15,000 for fiscal year 22/23. They mentioned that they were impressed with JoEllen’s presentation.
* Proposed 2022/2023 budget of $75,292.40 approved by committee with city council on 2/2/23. This includes the money awarded by the Marion County Board of Supervisors. \*see 2/1/23 Special Budget meeting results at end of these minutes
* $7250 left from Marion County Board of Supervisors for this fiscal year will be transferred to usable funds by amendment to budget made by City Clerk in March or April.

1. Director’s Report: Key takeaways

* JoEllen will finish the Leadership Red Rock course on 2/16. The theme for the last session is “Tourism & Education.”
* JoEllen would like Jerra to work towards a staff endorsement which requires 30 hrs of CE credits over the span of three years. She will achieve this goal by focusing on 10 CE credits per year. Jerra has already gotten 1.5 CE credits this year. This would fulfill non tier Standard #28 for accreditation process.
* JoEllen has exceeded her maximum hours this month due in large part to the extra work involved in the accreditation process. Board recommended taking more hours off when Jerra is available. Clark also offered to help at the library to give her some more uninterrupted work time. Hope to get back to more regular hours after accreditation process is finished on Feb. 28.
* Bills – motion to approve by Hoffman, second by Clark. Approved following:
  + Bridges (ebooks): $651.96
  + Miller Ventures (plugged toilets): $192.60
  + Shelving for storage: $223.43
  + Window tinting: $353.00
  + Card tables (2) - paid for by Friends of WSPL: $141.98

1. City Council report: Cowden attended January meeting. Hoffman slated for February meeting. Council putting Hoffman and Stephens’ library board reinstatements on the agenda. Need to ask if city council would do an annual “Coffee with the Council” event, beginning this spring.

1. Accreditation Objectives:

* JoEllen presented information on the following Library Laws (Standard #15 requirement). Some key takeaways are included.
  + Open Meeting Laws:
    - Meetings should be public, and state: time, date, place – 24 hours beforehand
    - Must have a quorum (at least 3 board members)
    - Follow procedure (Robert’s Rules)
    - Agenda packets made available to public before meeting
    - Recommend policy for public comment which would include a)time limits and b)response delayed until after deliberation
    - Board should speak with unified voice regardless of personal opinions
  + Open Records & Confidentiality:
    - Library should protect the identity of patrons
    - Court orders should be relevant/necessary to case
    - Director is custodian of records and has authority to decide whether to release records
    - In cases involving minors, parents may not be given records of their children. Options for parents include: a)asking their child for the information, b)requiring child to use the parent’s library card
  + Fair Labor Standards Act:
    - Standards for basic wages, overtime pay, record keeping, child labor
    - Overtime = exempt only if person is authority for decision making
    - Age 14-15: 3 hrs/school day, 8 hrs/non-school day
* Bylaws for the library board were drawn up and presented by Cowden. Motion to approve by Hoffman. Second by Clark. Approved. Of note:
  + Vice President will need to be elected at next meeting.
  + Term limits instated: after 2 full (4-year) terms, one year must be taken off before sitting on the board again.
* Hoffman researched and presented an ADA Compliance checklist. Motion to approve by Clark. Second by Latch. Approved. Of note:
  + Handicap accessibility signage needed on front and back of building and as a guide in the East yard. Cowden to research for next meeting.
  + One handicap parking spot is recommended.
  + Back handicap entry threshold is 1¼” in height and should be only ¼”. Need to ramp or bevel threshold appropriately.
  + Closer needs slightly adjusted to minimum of 5 seconds.
  + Rear entry mat edges should be secured.
* Volunteer policy and form presented. Motion to accept by Latch. Second by Hoffman. Approved.
* Strategic Plan final draft presented. Motion to accept by Hoffman. Second by Clark. Approved.

1. Old Business:
   * Cowden reported that in order to change term length of board appointments, it would have to go to public vote in the next election.
   * JoEllen presented information requested by board for considering a raise for part time employee, Jerra Fust. Motion to raise pay from $11/hr to $12.50 hr by Latch. Second by Clark. To go in effect next pay period: 2/22/23.

* Latch presented information on different leather loveseat options. Motion to approve purchase of “La-Z-Boy” Theo Leather Loveseat from Homemakers up to $2000 by Clark. Second by Hoffman. Approved.
* Clark will research string lights for the teen section. Motion to approve purchase up to $50 by Latch. Second by Clark. Approved.
* Cowden presented information on different vacuum options. Motion to approve purchase up to $400 by Latch. Second by Clark. Approved.
* JoEllen presented information on new computer monitors for public use. Motion to approve purchase of 4 monitors at sale price of $101.97 each on Amazon by Latch. Second by Hoffman. Approved.
* Cowden suggested looking at DH Pace (515-414-8541) for an estimate on new front doors with fire safety features.

1. New Business:
   * Estimates needed for janitorial work at the library. Cowden will research and make recommendations.
   * New date for March meeting needed due to Spring Break and unavailability. Motion to move date to March 7th @ 7pm by Latch. Clark second. Approved.
2. Adjourn: 9:38 pm. Motion by Hoffman. Second by Latch. Approved.

**Our next meeting will be:**

**Tuesday, March 7th @ 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:

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| **Fiscal Year 2022/2023 Budget Proposal: Special Board Meeting 2/1/22** | | |
| Wages – Full Time | $38, 192.40 | Includes 3% Director’s Cost of Living increase |
| Wages – Part Time | $5675.00 |  |
| Subscriptions | $1100.00 |  |
| Training | $800.00 |  |
| Building Repair/Maintenance | $2000.00 |  |
| Improvements | $4500.00 |  |
| Utilities | $5500.00 |  |
| Telephone/Communications | $2300.00 |  |
| Insurance |  |  |
| Janitorial | $1300.00 |  |
| Technology Services | $2200.00 |  |
| Petty Cash Box | $100.00 |  |
| Programs | $2000.00 |  |
| Other Contractual Services | $1800.00 |  |
| Library Materials | $7000.00 |  |
| Office Supplies | $825.00 |  |
| **Library Services Total:** | **$75,292.40** |  |