WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: March 7th, 2023

Time: 7:00 pm

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

1. Call to order: 7:10 pm. Motion to approve agenda by Latch. 2nd by Hoffman. Approved. Motion to approve March minutes by Hoffman. 2nd by Latch. Approved.
2. Treasurer’s Report: Balance is $26,143.43 (3/3/23). Motion to approve by Clark. 2nd by Latch. Approved.

* $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.
  + Allocations: Motion to approve by Clark. Latch 2nd. Approved.
    - $726.67 to Training
    - $500 to Library Materials
    - Rest to Improvements

1. Bills: Motion to approve all by Latch. 2nd by Hoffman. Approved.
   * + - Forbes: $115.96
       - MidAmerican: $520.09
       - Cowden Sanitation: $45.00
       - Mediacom: $188.80
       - Elite Pest: $40.00
       - City of Pleasantville (Water): $54.60
       - String Lights (2 sets): $40.94
       - Leather Loveseat: $1346.00
2. Director’s Report: Key takeaways

* The four computer monitors JoEllen priced and that we approved for her to purchase were the wrong size. The correct size were over $50 more each. She is waiting to see if they will come down in price.
* Flag pole rope needs replaced. Breazeale in City Maintenance has rope and will have Harvey (boom truck) replace.
* Cricut Machine donated by Sierra Maeschen. Discussed having instruction workshop and making machine available for public use.
* Accreditation Documentation was submitted February 22nd!
  + JoEllen recommends trying to attain the following standards in the future:
    - #40: Budget for computer replacement….line item in budget….every ? years
    - #42: Computer/Internet training for patrons….post document by computer stations
    - #59: Provide equipment for patrons to use library’s audio/visual materials
    - #64: Provide Maker-Space….rolling cart
    - #71: Provide collections/programs off site….daycare/school/nursing home (volunteer to help check out materials and deliver)
    - #77: Accommodate access to collection/services to patrons with disabilities….larger computer monitors
  + JoEllen recommends creating policy for holiday and weather closings.
* JoEllen and Julie attended ILA Annual Legislative Day on 3/7
* 2023 Marion County Trustee Training scheduled for 9/7

1. City Council report: Hoffman was unable to attend February meeting. JoEllen was present and reported that the Council reinstated Hoffman and Stephens to the library board. Latch on for council mtg duty in March. Need to ask if city council would do an annual “Coffee with the Council” event, beginning this spring.

1. Old Business:

* Cowden meeting potential janitor on 3/9 to discuss cleaning details/rates.
* Cowden researched signs online (expensive) as well as at Des Moines company American Marking, Inc. She recommends three signs: one on front of building directing handicap accessibility to the back, one next to the street access sidewalk on the east side of the building, and one sticker sign on the back door. She also suggested getting a directional sign for the restrooms. She will bring more details at next meeting.
* Cowden meeting with DH Pace (515-414-8541) for an estimate on new front doors with fire safety features on 3/8. She also got an estimate from Tennessee company CDF for $2246 for the set of two (shipping and installation not included.) Their representative suggested not retrofitting panic bars because of the cumbersome extra mechanicals and break down opportunities.
* Teen Area: Clark presented several ideas in addition to the string lights.
  + Infinity Game Table from Best Buy (giant ipad) for interactive/tactile games: $1000. Clark will continue research with Hoffman. Possibility to use rest of old card catalog as table for this? Hoffman to research.
  + 7x10 Rug: $80
  + MidCentury chair/ottoman sets: $128 ea. Clark will continue research, possibly furniture cubes?
  + Take down curtains and paint exposed pipes black.
  + Tint windows.($1800?)
  + JoEllen would like an extra set of shelving in this area and will research.
* Discussion on Library Ordinance changes tabled until July/August.

1. New Business:
   * Spring Strategic Plan Events:
     + - Financial Literacy: Budgets/Retirement with Scott Barsness. Trying for May 6th @ 9:30/10am. Have coffee/donuts. Hoffman in charge of flyers. Does JoEllen need to order any specific financial books?
       - Health Literacy: CPR class with School Nurse Jeri Ray and Pleasantville Firemen Jordan VanNess and Radar. Date tbd. Will need people to sign up.
   * Televisions:
     + - The TV in the East Room needs a sound bar as the volume is extremely low. Hoffman motioned to approve up to $50 to purchase one. Clark 2nd. Approved.
       - The tvs from Prairie Meadows need remotes to function. Cowden priced these at $15 each. Latch motioned to approve purchase. Hoffman 2nd. Approved.
   * The City Handbook has been updated. The library needs to update to this copy.
   * Clark nominated Hoffman for Vice President of the WSPL Board. Hoffman accepted and the board unanimously voted him into office effective immediately.
   * The Board discussed needing to replace Craig Stephens as he wishes to retire. Ideas for board candidates to be brought to next meeting.
2. Adjourn: 9:40 pm. Motion by Hoffman. Second by Latch. Approved.

**Our next meeting will be:**

**Tuesday, March 4th @ 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: JoEllen~~
  + March: Latch
  + April: Hoffman
  + May: Hoffman
  + June: Latch