WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: April 11th, 2023

Time: 7:00 pm

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

1. Call to order: 7:09 pm.

1. Treasurer’s Report: Balance is $19,867.95 (4/3/23).

* $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 April. Cowden will check status.

1. Bills: Motion to approve all by Hoffman. 2nd by Latch. Approved.
   * + - Amazon (Four large monitors for computers): $516.87
       - Fed Ex (Harry Potter exhibit): $501.30
       - Adventure Pass (Blank Park Zoo): $250
       - Baker & Taylor (books): $371.92
       - Elite Pest: $40.00
       - Des Moines Register: $24
       - Mediacom: $188.80
       - Keith West Magic Show 6/24 – 10am: $475
       - Braden Mecham Reptile Exhibit 7/15 – 10am: $100
       - Mini Golf 7/19 – 7pm: $100
       - Linda McCann event (September): $100
2. Director’s Report: Key takeaways

* Library usage is increasing overall. Of note, last month 16 new patrons were added.
* Library staff from Truro Library toured our library. They recommended looking into a grant from Pilcrow Foundation to help fund books.
* Flagpole still needing re-roped. Suggested contacts: Greg Harvey or Chad Cowden. See if city can supply rope.
* Director wants/goals: Fire Safety Doors, Door Counter, Young Adult area updates.
* JoEllen to attend Director Roundtables (Central District) 5/17 @ 9:30am in Knoxville

1. City Council report: Hoffman attended March city council meeting in place of Latch.

1. Old Business:

* Cowden met with Celeste Hudspeth for bid on library cleaning. She quoted 5 hours/mo @ $20/hr (a discount from her regular fee). Latch motioned to accept bid. Clark 2nd. Cowden will convey that we would like her to begin in June.
* Cowden looked further into details needed to order handicap signage at Des Moines company American Marking, Inc. The Board recommended the bronze-plated option. She will measure for size and bring final quote to next meeting.
* Cowden met with DH Pace and received two quotes for the front doors. $1954 to retrofit existing doors. $4702 to replace doors. The Board would prefer to replace the doors as they are the original doors and one is not functioning properly. It was suggested to get a couple more bids. Hoffman will research. The Board also prefers to wait until the $7250 of county funding for this fiscal year is transferred to our usable budget before moving forward.
* Teen Area:
  + Preliminary research on commercial grade Infinity tables listed them at or around $3500. Clark prefers the original suggestion from Best Buy ($1000) for the family game play option it provides. Suggested looking for feedback on tables used at surrounding libraries. (Clark/Hoffman)
  + JoEllen wanting more maple shelving for that area.
  + Suggested listing inquiries on “Library Talk” on State Library of Iowa site.
* Remotes for the Prairie Meadows tvs ($15 for both), a wall mount ($35), and a soundbar ($53) for the current East Room tv was purchased. Questioned whether one of the Prairie Meadows tvs would replace current East Room tv, therefore making soundbar unnecessary. Cowden/Latch to look into.
* Initial leads for a replacement for Craig Stephens board membership have not been successful. New ideas for board candidates to be brought to next meeting.

1. New Business:
   * Upcoming Scheduled Programming - special notes:
     + - Community Garden Sign Up (Craig Kauffman tilled. Suggested adding fertilizer.)
       - Smart Money Seminar: 5/6 @ 9:30am (Hoffman providing signage and donuts)
       - CPR class needing scheduled. Christian Church has 5-6 members interested in taking class. (Cowden will touch base with VanNess)
       - Protect Your Melon: 5/23 @ 3:30pm to kick off Summer Programming (this is the day before the last day of school, as Knoxville is holding this event on 5/24 and key people/booths will be needed at both events.)
       - Planetarium by Science Center of Iowa: $400-$700 for half-full day. Suggested checking with Elementary Principle Roff to see if school would be interested in splitting cost and holding next year on ABC countdown “A” day with JoEllen representing the library and the Adventure Pass. This would fulfill a couple tier standards: Outreach and Working with outside community organizations.
       - Burgers & Beats: 9/16 needs musicians.
2. Adjourn: 9:19 pm. Motion by Clark. Second by Latch. Approved.

**Our next meeting will be:**

**Tuesday, May 9th @ 7:00 pm**

**or after High School Spring Concert (on library lawn)**

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: Hoffman~~
  + April: Hoffman
  + May: ?
  + June: Latch