WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: June 8th, 2023

Time: 7:00 pm

Attendees: Julie Cowden, Jennifer Latch, Eric Hoffman, JoEllen Glick, guest: Brad Burtnette

1. Call to order: 7:05 pm.

1. Approve Agenda: Motion by Cowden. 2nd by Hoffman. Passed.
2. Brad Burtnette presented information on his company, Clothes Bin, on behalf of Friends of Webb Shadle Public Library. His proposal is to set a recycling clothes bin with a 4-x6- footprint next to the library. Clothing, including shoes, linens, and worn out items would then be recycled in various manners. There is a sensor that will alert the company when it needs emptied. The funds generated by this venture would be split 50/50 between his company and the Friends of the Library. Motion by Cowden to approve placement on the east side of the library. 2nd by Hoffman. Passed. Agreement was signed and will be accessible in the front desk binder, behind “Expenses.” Latch will send the library logo to Brad@fillthebins.com.
3. Approve May Minutes: Motion by Hoffman. 2nd by Latch. Passed.
4. Treasurer’s Report: Balance is $14,232.50 (6/2/23). ***Motion by Latch to request that the city council pass a resolution to authorize carryover of funds remaining at end of this fiscal year to special revenue fund “Capital Improvements” for future shelving and lighting needs. 2nd by Hoffman. Passed.***
5. Bills: Motion to approve all by Hoffman. 2nd by Latch. Passed. \*See Expense Detail attached.
6. Director’s Report: Motion to approve by Latch. 2nd by Hoffman.

Key takeaways

* The Friends of Webb Shadle Public Library paid $5.00 for the library’s withdrawn books. They will hold a book sale at the library during the city wide garage sale dates, June 7-10.
* The City of Swan sent a $500 donation and would like to continue to send a check in that amount annually to support library services. They do not wish to enter into a contract. Cowden will contact state rep Maryann Mori for guidance as the citizens of Swan would likely not be given open access to any other libraries without a contract searchable on the State Library of Iowa’s website.

1. City Council report: No attendee at May meeting. Latch to attend June meeting.

1. Old Business:

* New front doors with fire safety bars have been ordered from DH Pace. Installation estimated to occur in 6 weeks. Two checks for $2400.50 cut. One delivered to DH Pace. Second will be held until installation is complete. They recommended Doors, Inc. for a door counter.
* Celeste Hudspeth started cleaning at the library this month. She is working on getting the library up to her standards of cleanliness in the first months and then will work on cleaning maintenance.
* Besides the two computers whose motherboards crashed, there are now two more that are down needing “cleaned” due to children’s gaming usage. JoEllen reported that other libraries have special AWE computers made especially for kids to play educational games on. These run around $3600. Latch motioned to have the two “down” computers “cleaned” by Abby Glann and to allot $1200 for two new computers to replace the ones that crashed. 2nd by Hoffman. Passed. We would also like her to look into how to run an automatic “wipe” every day on the public computers.
* Glann also recommended procuring 2-4 battery back-up surge protectors (uninterrupted power supply that would give a window of time to shut down computers safely in the event of sudden outage.) She quoted them at $220 each, but a search on Amazon showed them for significantly less. Tabled for more research.
* We revisited the back window tinting quote, previously $1703, now possibly $200 more due to material increase. Latch motioned to allot $1900 to move forward with the tinting. 2nd by Hoffman. Passed.
* Teen Area:
  + JoEllen has not had luck finding maple shelving to fit the section in question. We may need to look at different material options.
  + ProSource sent several accent carpet samples. The Board would like a selection made and ordered by the end of the month if possible. Latch motioned to allot $800 for this project. 2nd by Hoffman. Passed.
* Cowden reported that someone is considering putting in an application for the vacant library board position. JoEllen is working up a Facebook post to let more people know about the vacancy. Cowden is putting together an application. JoEllen advised looking to the State Library’s “Library Talk” on their website for ideas/examples.

1. New Business:
   * Latch procured a free door with window cut-out from Carlisle schools remodeling project. It should fit the requirements for the board/meeting room door replacement and is the same size with hinges on the same side as the original. Hoffman will take to Pella Windows for estimate to install glass in window cut-out. It would also need kickplates and handles.
   * The Board discussed making changes to the Library Ordinance, namely disposing of the requirement to have three residential and two nonresidential members. This would need to go to public vote in the November elections. Tabled until August meeting.
   * JoEllen presented a quote of $672.82 for attendance, travel expenses, and hotel accommodations at next fall’s ILA (Iowa Library Association) Conference, October 11-13. Latch motioned to approve. 2nd by Hoffman. Passed.
   * Committee to perform library director evaluation formed by Latch and Hoffman. Results to be shared at next meeting.
2. Adjourn: 9:23 pm. Motion by Hoffman. Second by Latch. Approved.

**Our next meeting will be:**

**Tuesday, July 11th @ 7:00pm**

City council meeting Duty

Trustee Training hours logged in 2022/2023:

Cowden: 5.25 hrs

Stephens: .5 hr

Hoffman: 4.25 hrs

Latch: 5.75 hrs

Clark: 5.25 hrs

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

* + June 20th: Latch
  + July 18th: Latch
  + August 15th: Latch
  + September 19th: Cowden
  + October 17th: Hoffman
  + November 15th: Hoffman
  + December 19th: \_\_\_\_\_\_\_\_\_\_\_\_
  + January 16th:Cowden
  + February 20th: \_\_\_\_\_\_\_\_\_\_\_\_\_
  + March 19th: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + April 16th: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + May 21st: \_\_\_\_\_\_\_\_\_\_\_\_\_
  + June 18th: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Monthly Expense Detail**

**Webb Shadle Public Library**

**June 6, 2023**

**(To be presented at June 6, 2023 board meeting)**

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| --- | --- | --- | --- | --- |
| **Line Item** | **Inv. #** | **Vendor Name** | **Details** | **Amount** |
| **Other Contract Services** | May 23, 2023 | Cowden Sanitation | Garbage Removal | **$45.00** |
| **Improvements** | 77314895 | NFM | Infinity Table | 1005.79 |
| **Other Contract Services** | 53268 | Elite Pest Control | Bug Control | 40.00 |
| **Utilities** | 538842012 | MidAmerican | Gas/Electric | **211.46** |
| **Library Materials**  **Reimburse: JoEllen Glick** | May 11, 2023 | Half Price Books | 12 books | **23.84** |
| **Library Materials** | 2037516383 | Baker & Taylor | 22 books | 146.35 |
| **Library Materials** | 2037496419 | Baker & Taylor | 3 books | 11.55 |
| **Library Materials** | 2037476474 | Baker & Taylor | 1 book | $17.10 |
| **Programs**  **Reimburse: JoEllen Glick** | May 6, 2023 | Sam’s Club | Solo Cups for Events | **$10.50** |
|  | 11317724759650611 | Amazon | Flagpole Rope & Snap Hooks | 49.85 |
| **Maintenance** | 11460499282769800 | Amazon | Vacuum | 306.98 |
| **Maintenance** | 11491602267070629 | Amazon | Vacuum Bags | 13.69 |
| **Programs**  **Reimburse: JoEllen Glick** | Feb 27, 2023 | FedEx Shipping | Shipping Expenses for Renaissance/Harry Potter Exhibit | $501.30 |
| **Subscriptions** | DM8543373 | Des Moines Register | Paper | **$29.00** |
| **Programs:**  **Reimburse: JoEllen Glick** | 11265762920602626 | Amazon | Sticker Decals for  Helmets (2pkg) | 23.17 |
| **Office Supplies** | 21705 | Ramaeker | 15 cardstock printing (bookmark) | 8.03 |
| **Utilities** | 1310001 | City of Pleasantville | Water | 54.60 |
| **Library Materials** | May 27, 23 | Baker & Taylor | 78 Books | 971.59 |
| **Library Materials** | 2019365 | Center Point | 5 books | $35.00 |
| **Telephone** | 838497096009022 | Mediacom | Phone/Internet | **188.15** |
| **Library Materials** | 2037539806 | Baker & Taylor | 10 books | **47.34** |
| **Subscriptions** | May 30, 2023 | People | 40 issues | $40.00 |
| **Maintenance**  **Reimburse: JoEllen Glick** | May 21, 2023 | Sam’s Club | 2 pkg garbage sacks/ 1 pk tp | 62.48 |
| **Other Contract Services** | 6055 | Forbes Office Solutions | Ink/Copier | 96.82 |
| **Other Contract Services** | 0051 | Abby Glann | Website/Computer diagnostic | $105.00 |
| **Petty Cash** | 6-5-2023 | US Post Office | Stamps | 49.77 |