WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: July 11th, 2023

Time: 7:00 pm

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

1. Call to order: 7:14 pm.

1. Approve Agenda: Motion by Clark. 2nd by Hoffman. Passed.
2. Approve June Minutes: Motion by Latch. 2nd by Clark. Passed.
3. Treasurer’s Report: 2022/2023 Year End Balance was $2.47 (7/11/23).
4. Bills: Motion to approve all by Latch. 2nd by Clark. Passed. \*See Expense Detail attached.
5. Director’s Report: Key takeaways

* Summer Reading Program: 111 children and 32 adults signed up. Many donations from local businesses: Grand Movie Theatre, Stone Ridge Dental, Checkerboard, Peoples Bank, Dairy Shoppe
* Annual Countywide Trustee Training: Sept. 7th @ 6pm. Trustees should attend if able.
* JoEllen took a webinar on and is working on entering all last fiscal year’s calendar info on WHO-FI, a program on the State Library website. Information would then automatically load onto the Annual Report. Last fiscal year there were over 150 programs held at the library and over 3000 individuals visited the library!

1. City Council report: Latch attended June meeting. City was asked about the bills for the sewer line, and they confirmed that it was the library’s responsibility.

1. Old Business:

* New front doors from DH Pace to be delivered August 11th. Installation should take place 1-2 weeks following delivery.
* Glass for the free door with window cut-out was quoted at $50 by Pella Windows. Hoffman to bring door back to library. We still need to ascertain how to install trim to hold glass in place if we move forward with this door and glass from Pella Windows. Advising looking at new door options and prices also. Cowden to check with Doors, Inc.
* Two new computers purchased from Embark IT. They come with standard Windows Defender. Advised to look into possibility of piggy-backing off of city’s antivirus protection. Zach Mecham is going to install and will ask him for antivirus recommendations.
* Amazon Basics Standby Surge Protectors came in with good reviews and least expensive cost. Clark motioned to allot up to $400 to purchase five surge protectors. Hoffman 2nd. Passed. Cowden to purchase.
* Window tinting for rear library windows is on hold. Concern over durability/longevity. Original installer, Polarizado de Vidrios, reassured, saying should last 5-7 years ($1903 latest quote.) Home & Office Window Films was also consulted. They recently tinted windows for Halftime and give a lifetime warranty. Their cost is $10/sq. foot. Also considering roller blinds on big windows only, instead of window tinting. (The original windows have a “smoky” tint already.) Latch to find options/quotes online. Cowden to do same at physical store(s).
* Door counter is in and needs installed. Hoffman will take a look at it. JoEllen to ask if city maintenance can install.
* Teen Area:
  + Shelving quotes: Agati quoted $16,291.20 for row of four 36”W x 12”D x 84”H maple units with delivery and install. Bradford didn’t have coverage in our area, but forwarded to Midwest Storage Solutions. Grant Mollring from that company came to look and take pictures to give us a quote. Their shelves are metal with maple endcaps. Also giving us a quote for replacing the yellow shelving in the children’s blue metal bookshelves. Brodart was contacted and did not respond. Latch will try them again as their product seems most affordable from looking at pricing on their website.
  + Furniture: Sheri Shipman, also from Midwest Storage Solutions, would be happy to give ideas for seating selections when we determine where/how to place the Infinity Pad. She had a couple ideas that will be shared at next meeting. Clark and Hoffman to put Infinity Pad together and suggest recommendations.
  + Carpet: Mike Mittens from Milliken stopped to take photos of the teen space to lay out some possibilities of patterns with the selection we chose (comes in several patterns that are pieced together for overall look: Loudspeaker collection: Midrange-Green Blend, Tweeter-Green Chroma, and Woofer-Green Chroma.) Latch will reach out to see if any progress has been made.
* The lead for a new library board member fizzled out. Cowden working on Summary of Duties and Application Form to be posted on WSPL website on the Board tab. Recommended also listing current board members names and contact info as the library email that JoEllen checks frequently. Once that info is on the website, advertising on Facebook, etc. can begin.
* Cowden contacted Maryann Mori for advice on how to handle the Swan donation. Mori confirmed that because it was not a contract, it did not entitle them to library services. The board would like more info on how many Swan residents actively use the library before moving on with recommendations. JoEllen to research.
* Hoffman and Latch delivered the Director Review. JoEllen received high ratings, with emphasis on her diligence in advocacy for the library, especially with the County Board of Supervisors.

1. New Business:
   * The City Clerk advised Cowden on the procedure for moving funds into the Capital Improvement Fund. She must file an amendment that will go before the city council with public hearings in May of each calendar year. A specific amount must be requested before she works on amendments in April, therefore any funds the board wants moved should be approved at the March library board meeting and sent to Rachel before the end of March.
2. Adjourn: 9:26 pm. Motion by Hoffman. Second by Latch. Approved.

**Our next meeting will be:**

**Tuesday, August 8th @ 7:00pm**

City council meeting Duty

Total 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)

* + 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: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Webb Shadle Public Library Expense Report**

**(To be presented at July 11, 2023 board meeting)**

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| --- | --- | --- | --- | --- |
| **Line Item** | **Inv. #** | **Vendor Name** | **Details** | **Amount** |
| **Technology Services** | CD0649723208589 | OverDrive | E-Book Content | **651.96** |
| **Other Contract Services** | 53548 | Elite Pest Control |  | 40.00 |
| **Telephone** | 838497093390200 | Mediacom |  | 188.15 |
| **Subscriptions** | DM8543373 | Des Moines  Register |  | **24.00** |
| **Library Material** | 2037612262 | Baker & Taylor | 7 books | **95.70** |
| **Water** |  | City of Pville |  | 54.60 |
| **Improvements**  **Reimburse: JoEllen Glick** | 7-3-23 | Hobby Lobby | Accreditation Frame | 32.09 |
| **Library Materials**  **Reimburse: JoEllen Glick** | 6-25-23 | Walmart | 5 DVDs | 29.43 |
| **Technology Services** | 064299 | Embark IT | 2 computer towers | **1475.14** |
| **Technology Services**  **Reimburse: Friends of WSPL** |  | Amazon | Door Counter | **499.95** |
| **Improvements** |  | DH Pace | Front Doors | **4801.00** |
| **Programs** | 100000001 | Dragons Den |  | **125.00** |
| **Programs** | 7-19-23 | Pop-Up Games |  | 125.00 |
| **Maintenance** | 73 | Elijah Miller | Repair Sanitary Sewer Service Line | 390.00 |
| **Maintenance** | 43365 | Miller Ventures | unclog/camera | 220.00 |
| **Subscriptions** |  | Record Herald |  | **60.00** |

Approved by Board of Trustees