WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: August 8th, 2023

Time: 7:00 pm

Attendees: Julie Cowden, Jennifer Latch, Eric Hoffman, JoEllen Glick, Special Guest Jazmin Morrison

1. Call to order: 7:08 pm.

1. Approve Agenda: Motion by Latch. 2nd by Hoffman. Passed.
2. Approve June Minutes: Motion by Hoffman. 2nd by Latch. Passed.
3. Treasurer’s Report: Balance $66,560.70 (8/2/23).
4. Bills: Motion to approve all by Latch. 2nd by Hoffman. Passed. \*See Expense Detail attached.
5. Director’s Report: Key takeaways
* JoEllen would like to implement a Makerspace. She would like to buy on cart on wheels that would be stocked with totes of various makerspace items (Legos, etc.). She has sourced one for $626. Board advised looking into a STEM grant for the cart/totes/items and asking elementary teacher Wendy Wild for advice on items to include.
* County Board of Supervisor member Keisha Jahner toured our library and was encouraging and impressed with what she saw.
* Maryann Mori will be coming to help JoEllen with the Annual Report.
* JoEllen has begun dropping off books to a patron who has trouble making it into the library.
1. City Council report: Latch attended July meeting. Informed city of upcoming Discover Pleasantville event and invited council members/mayor to attend.

1. Old Business:

**BUILDING/IMPROVEMENTS UPDATE**

* New front doors from DH Pace have been installed. The second set of entry doors was also adjusted to open and close smoothly. Cowden instructed the board on the process for unlocking the doors. Cowden will also source signage with library hours to be posted on the front doors.
* Cowden in process of checking with Doors, Inc. on price of new board room door. Free door needing some remediation/glass will be stored in the furnace room until decision is made on whether to purchase new or try to make the free one work.
* Roof leak was repaired by Wolf Roofing who advised that the roof was looking aged and thought to have 5 years left on it. Insurance adjuster looked at it and determined that there was no hail damage. No action to be taken at this time, but board recommends planning for moving annual funds to Capital Improvements to provide for eventual replacement.
* Door Counter still needing installed. Hoffman to help before next meeting.
* Handicap Directional Signage has been created and installed on the front of the building. Lakefront Living did the engraving.
* Clark and Hoffman to set up Infinity Table by next meeting to see how set up would look on the stands that come with it and to test functions.
* Teen Area:
	+ Shelving quotes:
		- Agati: $16,291.20 for row of four 36”W x 12”D x 84”H maple units with delivery and install.
		- Midwest Storage Solutions: $8360.86 for row of four 36”W x 12”D x 85¼”H metal shelves with maple endcaps with delilvery and install.
		- Brodart: $4077.99 for row of four 36”W x 12”D x 82”H maple units with delivery. NO install.

The Board would like to look into Federal Surplus Property to see if they might have what is needed before making a final decision. Latch to send request.

* + Furniture: Modular pieces are still of interest. Tabling until other aspects of space are in place.
	+ Carpet: Mike Mittens from Milliken sent mock-ups of a few different blends from Loudspeaker collection: Midrange-Green Blend, Tweeter-Green Chroma, and Woofer-Green Chroma. The full mix of all three patterns was the most liked. Latch to get amounts needed of each and pricing.

**TECH**

* New computers installed. Still needing advice on whether Windows Defender is sufficient for antivirus protection.
* It was determined that the surge protectors with battery back-up are likely unwarranted for the public use computers, however the office computers might benefit from the battery back-up feature. The public use computers should be fine with a regular electric strip with surge protection.

**LEGALITIES/POLICY**

* JoEllen reported on number of patrons checking out items from WSPL from different towns: Swan: 41, Knoxville: 33, Melcher: 6, Indianola: 2, Carlisle: 1, Bussey: 1. All but Swan have Open Access. Because Swan doesn’t have a contract with a library, it does not have rights to Open Access. Grimes Public Library called WSPL last month because a resident from Swan wanted to check out items from their library. The donation that Swan sent is not consistent with the amount paid by citizens of Pleasantville for library services (FY22 = $30.93 per capita), and WSPL does not have a contract with them. Cowden has sent an email with rate info from Maryann Mori. All Board members should review this email before the next meeting in preparation for action to be taken on this item.
* Cowden presented documentation on Library Board Duties and a Board Application Form for approval. Motion to approve by Latch. Second by Hoffman. Passed. To be posted and promoted on the library website and Facebook with links to other social media.

**EVENTS**

* The Discover Pleasantville: Clubs and Organizations event slated for 8/26 on the library lawn has 29 groups that have reported their intentions of participating. With the State Street road closure extending past this date, Latch will ask City Council for permission for attendees who park at the high school parking lot to walk across State Street. Suggestion made to check with Dena Burgett for Silvercord kids to volunteer to help groups transport their items to their designated locations on the lawn. Latch requested that JoEllen **replace the broken microphone** in advance of this event.
* The Strategic Plan indicates that Digital Literacy programming should take place this fall. Clark is slated to bring information on Brainfuse to the school classrooms. Tabled until discussed further with Clark.
1. New Business:
	* Special Guest: Jazmin Morrison has recently been volunteering her services to help the library post and refine its social media presence. Jazmin has experience in the real estate industry promoting on social media. She suggested subscribing to Pally which is helpful in organizing and cross referencing posts across platforms such as Facebook, Instagram, X (Twitter), and Google Business. She advised that it will be helpful for promoting events and gathering demographics. JoEllen has begun this service and already Jazmin reports 7000 “insights” and that the biggest demographic for WSPL posts has been Women Aged 35-40 with 28%. She also plans to update the library’s business page and hours on Google. Jazmin additionally plans to send us her suggestion for a Social Media Policy. All Board members should review this email before the next meeting in preparation for action to be taken on this item. The Board is extremely grateful for her volunteered time and expertise.
	* JoEllen would like a policy on how to handle access to pornographic content on the library’s public computers. The board members attending the Countywide Trustee Meeting will ask other libraries how they handle this issue and will bring back feedback at the September meeting.
2. Countywide Trustee Training is September 7th at 6pm. JoEllen, Cowden, and Latch intend to go.
3. All Board Members should read Chapters 11, 12, and 13 in the Iowa Library Trustee’s Handbook before the next meeting in preparation for discussion.
4. Adjourn.

**Our next meeting will be:**

**Tuesday, September 12th @ 7:00pm**

City council meeting Duty

Total Trustee Training hours logged in 2023/2024:

Cowden:

Hoffman:

Latch:

Clark:

(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**

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