WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: October 18th, 2023

Time: 7:00 pm

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

1. Call to order: 7:18 pm.

1. Approve Agenda: Motion by Latch. 2nd by Clark. Passed.
2. Community Comment: None. Latch to create Sign In sheet.
3. Approve September Minutes: Motion by Clark. 2nd by Latch. Passed.
4. Treasurer’s Report: Balance $55,967.06 (10/10/23).
5. Bills: Motion to approve all, plus addition of Marion County Express subscription in amount of $65.00 by Latch. 2nd by Clark. Passed. \*See Expense Detail attached.
6. Director’s Report: Key takeaways

* JoEllen is investigating what it would take for the library to offer notary services.
* The ILA Conference got a positive report from JoEllen. She dug into specific topics including: grant writing, law library, building bridges for mental health, supporting local authors, building a dream library and documenting for emergency situations. She also had opportunities to network and check out library-related vendors.

1. City Council report: Hoffman attended the September meeting. He was not in attendance to give a report.
2. Old Business:

**BUILDING/IMPROVEMENTS UPDATE**

* Hoffman installed the door counter and the app for it.
* Clark and Cowden set up the Infinity Table after the meeting and installed some games.

**LEGALITIES/POLICY**

* To help the board understand how to deal with Swan patrons, Cowden researched how neighboring libraries handle patrons from very small towns. There has never been a consensus between county libraries on a standard fee. Knoxville doesn’t have a contract with the very small towns of Tracy or Harvey but allows their citizens to patronize their library. Cowden will discuss how library funding works with the Swan mayor/or member of city council, but no action will be taken to deny service/force a contract at this time.
* Library Board Duties and a Board Application Form have been posted on the library website. JoEllen to ask Jazzmin Morrison to advertise the open board position on social media.
* The Direct State Aid check for Accreditation was turned into the city. The Board will address an amendment to include those funds in the current fiscal year at the February 2024 meeting.
* Library website updates:
  + - The Wish List was updated with new items.
    - Abby Glann will be updating the Policy tab with the library mission statement and streamlined policy listings

1. New Business:
   * The Board reviewed the Strategic Plan, focusing on upcoming events. Due to the busyness of the library’s fall season, we decided not to pursue the Friendsgiving event. We discussed integrating the Soup and Sound event into the Festival of Art and Trees in December. JoEllen has been putting on game-type events most seasons, including Bingo and puzzle competitions. Clark still interested in presenting Digital Literacy program at the school pending future planning.
   * New policies approved (motion by Latch to approve all; 2nd by Clark):
     + Public Commentary Policy for board meetings
     + Behavior Policy
     + Incident Report Policy
     + Weather Policy
     + Unattended Children Policy

* In order to comply with contemporary norms, the board recommended that the sneeze guards at the front desks be removed. JoEllen will dismantle them by March 1, 2024.

1. Adjourn. 10:00pm

**Our next meeting will be:**

**Tuesday, November 7th @ 7:00pm**

City council meeting Duty

Total Trustee Training hours logged in 2023/2024:

Cowden: 2.5

Hoffman: 1

Latch: 2.5

Clark: 1

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

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

**Webb Shadle Public Library**

**(To be presented at Oct 18, 2023 board meeting)**

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| --- | --- | --- | --- | --- |
| **Line Item** | **Inv. #** | **Vendor Name** | **Details** | **Amount** |
| **Telephone** | 8384970960090200 | Mediacom |  | **189.89** |
| **Janitorial** |  | Celeste Hudspeth | Cleaning Service | 125.00 |
| **Utilities** |  | MidAmerican |  | 212.68 |
| **Utilities** |  | City of Pville | Water | **54.98** |
| **Library Material** | 2037794378 | Baker & Taylor |  | **48.60** |
| **Library Material** | 2037813892 | Baker & Taylor |  | 94.66 |
| **Library Material** | 2037855909 | Baker & Taylor |  | 9.74 |
| **Library Material** | 2037841129 | Baker & Taylor |  | 67.50 |
| **Library Material** | 2037827734 | Bake & Taylor |  | **52.27** |
| **Library Material** | 2049858 | Center Point LP |  | 23.87 |
| **Other Contract Services** |  | Cowden Sanitation |  | 45.00 |