WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: September 26th, 2023

Time: 7:00 pm

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

1. Call to order: 7:22 pm.

1. Approve Agenda: Motion by Hoffman. 2nd by Clark. Passed.
2. Approve June Minutes: Motion by Hoffman. 2nd by Latch. Passed.
3. Treasurer’s Report: Balance $61,839.53 (9/1/23).
4. Bills: Motion to approve all by Latch. 2nd by Clark. Passed. \*See Expense Detail attached.
   * Motion by Hoffman to approve janitorial services by Celeste Hudspeth at $125/mo. retroactively from June of 2023 and going forward. 2nd by Clark. Passed.
5. Director’s Report: Key takeaways

* JoEllen applied for and received STEAM bundles on loan from IPTV for patron use in the library.
* Jazmin Morrison has been actively supporting the library’s social media presence. She turned in a positive report on insights over the last 90 days. She also promoted a September Calendar of Book Giving in which a different book on JoEllen’s Wish List for the library was highlighted. It was very successful, with most books being purchased by donors.
* JoEllen would like to use the remainder of the old card catalog for a seed exchange.
* The library received an Accreditation Check from Direct State Aid through the Enrich Iowa Program in the amount of $1482.08 for achieving Tier 3 status. These funds, as stated in the Trustee Handbook pg. 74, should be used to “supplement, not supplant, any other funding received by the library.”

1. City Council report: Cowden attended the September meeting. See Old Business under Legalities/Policies for latest progress on the library’s ordinance change

1. Old Business:

**BUILDING/IMPROVEMENTS UPDATE**

* The new front doors were not locking properly. DH Pace determined that the doors had settled and tightened an overhead screw which rectified the problem.
* Door Counter still needing installed. Hoffman to help before next meeting.
* 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:
  + The Friends of WSPL voted to provide the new shelving for the teen area which may partially or totally be used from “in memoriam” funds.
    - Brodart: $4077.99 for row of four 36”W x 12”D x 82”H maple units, color “Porcelain on Maple” with delivery.
    - Order date 9/26/23 with 8-9 weeks lead time.
    - JoEllen has gotten approval from city maintenance that they will install them when they arrive.
  + Carpet: Latch unsuccessful in getting response from Mike Mittens from Milliken on amounts of each color/pattern needed.

**LEGALITIES/POLICY**

* Petition to have Library Ordinance changes was filed with the city and will be on this November’s election ballot: 1. Board terms to expire June 30th instead of December 31st. 2. The five library board members do not have to correlate to a certain amount of nonresidents vs residents.
* The Board would like to meet with a member of Swan’s City Council to explain the process for having Open Access at libraries and determine how to move forward with or without a contract. Cowden will check surrounding libraries’ rates for towns they have contracts with by next meeting.
* JoEllen to post Library Board Duties and a Board Application Form on library website and Facebook with links to other social media.
* The Social Media Policy prepared by Jazmin Morrison was approved. Motion by Latch. 2nd by Clark.

1. New Business:
   * The Board would like to review the Strategic Plan at the next meeting. This should be done at least quarterly moving forward.
   * New policies requested:
     + Public Commentary Policy for board meetings (Cowden)
     + Behavior Policy (Latch)
     + Weather Policy (Hoffman)
     + Unattended Children Policy (Clark)
   * The Board would like to see the following library website updates:
     + List the policies alphabetically by name only with a link to the specifics of each one.
     + Update the Wish List with new items such as a handicap accessible desk and makerspace items.
   * The Board would like to discuss whether or not to remove the sneeze guards at the front desk at the next meeting.
2. Trustee Training:
   * Board members read and discussed Chapters 11 “Effective Board Meetings,” 12 “Problem Solving and Decision Making” and 14 “Public Library Standards”from the Iowa Library Trustee’s Handbook. Each board member in attendance received 1 hour of trustee training credit.
   * Cowden and Latch attended the Marion County Trustee Training meeting at the Knoxville Library on 9/7/23 from 6pm-7:30pm and reported their takeaways and recommendations to JoEllen. See report at end of minutes.
3. Adjourn. 9:31pm

**Our next meeting will be:**

**Wednesday, October 18th @ 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 17th: Hoffman
  + November 15th: Hoffman
  + December 19th: \_\_\_\_\_\_\_\_\_\_\_\_
  + January 16th:Cowden
  + February 20th: \_\_\_\_\_\_\_\_\_\_\_\_\_
  + March 19th: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + April 16th: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + May 21st: \_\_\_\_\_\_\_\_\_\_\_\_\_
  + June 18th: \_\_\_\_\_\_\_\_\_\_\_\_\_

Marion County Trustee Training

Sept. 7th, 2023

Attendees: Julie Cowden, Jennifer Latch

Theme: Succession Planning - Planning for a smooth transition

Duties of the Board

1. Plan for the Future
2. Adopt Policy
3. Budget
4. Evaluations
5. Hiring Director

Two Types of Transitions: Planned and Unplanned – Have a Contingency Plan!

DIRECTOR SUCCESSION

Unplanned -Partner with another library -Utilize part time library workers

* DIRECTORS: Have a PROCEDURES MANUAL
  + “Standard Operations” show how to handle things like:
    - Passwords
    - Types of Patrons (City Residents, Rural Residents, Open Access)
    - Opening/Closing library –regular days/emergencies
    - Running Reports
      * Directors (monthly)
      * Expense and Revenue (monthly)
      * Annual Survey (annually)
      * Iowa Shares – Interlibrary loans
      * Open Access Reports
      * Direct State Aid Report
      * Accreditation Report
    - Projects
      * Strategic Plan
    - Partnerships
      * Like with Nancy and Phoebe, for ex.
    - Programs/Events – Calendar
    - Accounts and their representatives
      * Like the printer
    - Contracts
    - Disaster Preparedness
* Have a good Job Description written that reflects what the director does. Use for: Advertising, Interviewing, Evaluating
* If appointing Interim Director….length of time? Amount of pay?

TRUSTEE SUCCESSION

1. Orientation
2. Duties
3. State Library site/Iowa Learns
4. Trustee Handbook
5. District Consultant
6. Three Months Recent Minutes
7. List of Current Board Members
8. Director + Phone Number
9. Schedule of Events/Meetings
10. Ordinance
11. Policies

Resources

* YouTube “State Library of Iowa”
  + 2023 Boardroom Series “Pay it Forward: Easing Staff and Board Transitions” (5/25/23)
  + “HR and Volunteer Management”
  + 10 Steps to Hiring a Director
* Iowa Learns
* Trustee Handbook

**September 2023 Webb Shadle Public Library Expense Report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line Item** | **Inv. #** | **Vendor Name** | **Details** | **Amount** |
| **Janitorial** | 9/6/23 | Celeste Hudspeth | Cleaning Services | **$125.00** |
| **Utilities** | 543544151 | MidAmerican |  | 230.88 |
| **Water** | 1310001 | City of Pleasantville |  | 54.98 |
| **Other Contract Services** | 54190 | Elite Pest Control |  | **$40.00** |
| **Other Contract Service** | 247107 | Forbes |  | **143.63** |
| **Technology Services** | 135315 | Book Systems |  | 1190.00 |
| **Subscriptions** | DM8543373 | Des Moines Register |  | $58.00 |
| **Library Material** | 2037660897 | Baker & Taylor |  | $24.00 |
| **Library Material** | 2037709687 | Baker & Taylor |  | **128.34** |
| **Library Material** | 2037669658 | Baker & Taylor |  | 387.87 |
| **Library Material** | 2037691345 | Baker & Taylor |  | 84.81 |
| **Library Material** | 2037733409 | Baker & Taylor |  | 92.57 |
| **Library Material** | 2037718759 | Baker & Taylor |  | 69.29 |
| **Library Material** | 2037758471 | Baker & Taylor |  | **41.07** |
| **Library Material** | 2037700873 | Baker & Taylor |  | 10.80 |
| **Library Material** | 2037640152 | Baker & Taylor |  | 70.84 |
| **Petty Cash** |  |  |  | 100.00 |
| **Subscriptions** | DM8543373 | Des Moines Register |  | $34.00 |
| **Other Contract Servcies** | 54381 | Elite Pest Control |  | $40.00 |
| **Library Material** | 2037769374 | Baker & Taylor |  | **52.08** |
| **Library Material** | 2037744546 | Baker & Taylor |  | **51.83** |
| **Library Material** | 2037783868 | Baker & Taylor |  | 48.43 |