WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: November 21st, 2023

Time: 7:00 pm

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

1. Call to order: 7:10 pm.

1. Approve Agenda: Motion by Latch. 2nd by Hoffman. Passed.
2. Community Comment: None.
3. Approve October Minutes: Motion by Hoffman. 2nd by Latch. Passed.
4. Treasurer’s Report: Balance $51,059.96 (11/3/23).
5. Bills: Motion to approve all by Latch. 2nd by Hoffman. Passed. \*See Expense Detail attached.
6. Director’s Report: Key takeaways

* The computer router stopped working and was replaced. JoEllen working on hooking up all computers.
* Ruby Warren donating two benches. Currently on order.
* Peoples Bank donated popcorn machine.
* Young Adult bookshelf delivered and assembled. Donated as memorials for Toni Collins and Leland VanderLinden.
* Annual Report submitted 10/25/23 to the state.
* The Farm Bureau has reserved the East Room once again in January for their annual meeting.
* JoEllen met with Marion County library directors and Maryann Mori to discuss county funding distribution and the next Marion County Board of Supervisors presentation. (WSPL board members were forwarded an email from Mori detailing several Iowa counties’ funding formulas.) Directors were unable to come to a consensus on a formula for Marion County, with Pella and Knoxville wanting to keep the same formula despite being asked over the last couple years by the Supervisors to revise it. The Webb Shadle Public Library Board contends that the current formula stating that “the funds are dispersed according to percentages of circulation for rural circulation, plus a base payment of $4,000 per library” is outdated. Their recommendation to JoEllen is to move forward with a detailed presentation showing how funds were spent last year and ask for the same $15,000. She will be meeting with the directors again on December 7th to discuss.

1. City Council report: JoEllen attended and gave an events report.
2. Old Business:

**BUILDING/IMPROVEMENTS UPDATE**

* Hoffman to check in with JoEllen to make sure the door counter app is working correctly with the new router.
* Latch to research and make recommendations for seating for teen area for January meeting.

**LEGALITIES/POLICY**

* A board application form was received. No action at this time as the Board wants to give ample time for applications to be submitted.
* The Webb Shadle Public Library ordinance changes passed at the November city elections. Board terms shall now end on June 30th rather than January 1st. The verbiage stating a specific “resident to nonresident” ratio for the board was also stricken.
* Library website updates:
  + - Revision needed: the Board Application needs to read “will serve a *four-year* term.”
    - The board meeting agendas and minutes need to be posted in a timelier manner. JoEllen to get direction from Abby Glann, so she can do it.

1. New Business:

* The Board will host a Hot Chocolate Bar one day of the Festival of Art and Trees. Hoffman will be on hand to set up and host on Saturday, Dec. 2nd from 10am-noon. Will provide 50 packets of hot chocolate, whip cream, candy canes, and sprinkles. This will fulfill an event from the Strategic Plan (instead of Soup and Sound.)
* The library will be closed the same days as City Hall for Thanksgiving break (11/23-11/24), Christmas break (12/23-12/26), and New Year’s (12/30-1/1).
* Budget Committee formed with Hoffman, Cowden, and Latch. To convene after a condensed version of the December board meeting.

1. Reminders for future:
   * Review Strategic Plan
   * Direct state aid check – amendment to budget needed in February.
2. Adjourn: 8:57pm

**An abridged meeting will take place:**

**Tuesday, December 12th @ 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 15~~~~th~~~~: JoEllen~~
  + December 19th: Hoffman
  + January 16th:Cowden
  + February 20th: \_\_\_\_\_\_\_\_\_\_\_\_\_
  + March 19th: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + April 16th: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + May 21st: \_\_\_\_\_\_\_\_\_\_\_\_\_
  + June 18th: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Webb Shadle Public Library**

**(To be presented at Nov 21, 2023 board meeting)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line Item** | **Inv. #** | **Vendor Name** | **Details** | **Amount** |
| **Telephone** | 8384970960090200 | Mediacom |  | **179.90** |
| **Janitorial** |  | Celeste Hudspeth | Cleaning Service | 125.00 |
| **Utilities** |  | MidAmerican |  | 144.61 |
| **Utilities** |  | City of Pville | Water | **54.98** |
| **Library Material** | 2037893712 | Baker & Taylor | 2 books | **27.32** |
| **Library Material** | 2037902598 | Baker & Taylor | 4 books | 57.18 |
| **Library Material** | 2037862244 | Baker & Taylor | 16 books | 179.67 |
| **Library Material** | 2037866647 | Baker & Taylor | 1 book | 17.47 |
| **Other Contract Services** |  | Abby Glann | Website Updates  Membership Audit | **150.00** |
| **Training** |  | JoEllen Glick | ILA Convention  mileage fees | 251.52 |
| **Other Contract Services** |  | Elite Pest Control |  | 40.00 |
| **Office Supplies** | 7385055 | Demco | Laminate/book marks | 53.88 |
| **Programs** |  | Des Moines Parks and Recreation | Annual Brenton Skating Adventure Pass 2023/2024 | $75.00 |
| **Improvements** | 11319458722977808 | Julie Cowden | Handicapped Sign | **37.44** |
| **Maintenance** | ZYWX3V | Julie Cowden | Keys-KeyMe Locksmiths | 2.66 |
| **Maintenance** | PYNN4V | Julie Cowden | Brass Key, KeyMe Locksmiths | 14.97 |
| **Maintenance** | RJDLFZ | Julie Cowden | Brass Key,  KeyMe  Locksmiths | 2.66 |
| **Technology Services** | 09938 | JoEllen Glick | Walmart  Net Gear Router | 212.93 |
| **Office Supplies** | 04253 | JoEllen Glick | Walmart  zip lock sacks/envelopes | 15.79 |
| **Maintenance** | 04253 | JoEllen Glick | Hand Soap (2) | **2.52** |
| **Library Material** | 2037930954 | Baker & Taylor | 3 books | **43.35** |
| **Subscriptions** |  | ReMIND | 1 year subscription | 15.00 |
| **Subscriptions** |  | Saturday Evening Post | 2 year subscription | 28.00 |
| **Subscriptions** |  | Readers Digest | 1 year Subscription | 10.70 |