WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: January 16th, 2024

Time: 7:00 pm

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

1. Call to order: 7:17 pm.

1. Approve Agenda: Motion by Hoffman. 2nd by Clark. Passed.
2. Community Comment: None.
3. Approve December Minutes: Motion by Hoffman. 2nd by Clark. Passed.
4. Treasurer’s Report: Balance $39,925 (1/3/24).
5. Bills: Motion to approve all by Latch. 2nd by Hoffman. Passed. \*See Expense Detail attached.
6. Director’s Report: Key takeaways

* WSPL catalog uploaded to the state site. Our library now able to lend to other Iowa libraries (ILL program)
* Two big programs brought in significant numbers the end of 2023: Art Festival 366, Food bags 200
* Two upcoming author events scheduled: 3/22 Beginning Geneology with Linda McCann $100, 2/23 One4Water with Hank Kohler $125
* Total Solar Eclipse Pre-Party with NASA volunteer scheduled for 4/8 Story Time
* Science Center of Iowa “Mobile Planetarium” scheduled as Outreach Program at Elementary school 4/17-4/18
* Money bequeathed to library from Delores Fortner estate
* FEH design donated time and design ideas for the entrance, community garden, and young adult area
* Tyler Crabb from KNIA interviewed JoEllen for Library Year in Review report

1. City Council report: Hoffman. No library news to discuss.
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.
* Some furniture for teen area discussed. No decision yet made. Latch/Cowden to continue research. Wanting to get game table out asap.

**LEGALITIES/POLICY**

* Info from the ILA states that money from the library levy that the legislature is taking away will still go to the city. \*UPDATE: City Clerk reported that the money will still come in for 3 years, but the city has to show progress each year in reducing reliance on those funds. Board will propose that each of these three years the money is reduced for operational costs, and the remainder goes to library’s capital improvement fund.

1. New Business:

* Marion County Board of Supervisors meet 1/23 to discuss library funding. Marion County libraries not presenting a united front as not in agreement on the distribution formula. JoEllen to present on behalf of our library. Cowden and Latch to attend.
* Budget committee Cowden, Hoffman, Latch to prepare proposed budget with JoEllen. City clerk has advised to keep it lean and have solid data behind each line item. Should meet with city’s library budget committee in February.

1. Reminders for future:
   * Review Strategic Plan
   * Direct state aid check – amendment to budget needed in February.
2. Adjourn: 8:27pm. Motion by Hoffman, second by Clark.

**The next meeting will take place:**

**Tuesday, February 13th @ 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 19~~~~th~~~~: Hoffman~~
  + ~~January 16~~~~th~~~~:Hoffman~~
  + February 20th: \_\_\_\_\_\_\_\_\_\_\_\_\_
  + March 19th: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + April 16th: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + May 21st: \_\_\_\_\_\_\_\_\_\_\_\_\_
  + June 18th: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Webb Shadle Public Library Itemized Expense Report**

**(To be presented at Jan 16, 2024 board meeting)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line Item** | **Inv. #** | **Vendor Name** | **Details** | **Amount** |
| **Telephone** | 8384970960090200 | Mediacom |  | **233.48** |
| **Janitorial** |  | Celeste Hudspeth |  | $125.00 |
| **Utilities** |  | Mid America |  | 346.08 |
| **Subscriptions** | DM8543373 | Des Moines Register |  | **19.01** |
| **Library Material** | 2037973750 | Baker & Taylor | 2 books | **30.37** |
| **Library Material** | 2038015743 | Baker & Taylor | 30 books | 391.52 |
| **Library Material** | 2038015037 | Bake & Taylor | 2 Books | 30.76 |
| **Other Contract Services** |  | Elite Pest Control |  | $40.00 |
| **Utilities** |  | City of Pville | water | **54.98** |
| **Building Maintenance** | 1-5-24 | JoEllen Glick | Sams Club  Toilet Paper | 22.98 |
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Approved by Board of Trustees:

Board President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Vice President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_