WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: March 27, 2024

Time: 7:00 pm

Attendees: Julie Cowden (President), Eric Hoffman (Vice President), Jennifer Latch (Secretary), Tammy Clark, JoEllen Glick

1. Call to order: 7:18 pm.

1. Approve Agenda: Motion by Hoffman. 2nd by Clark. Passed.
2. Community Comment: None.
3. Approve February Minutes: Motion by Hoffman. 2nd by Latch. Passed.
4. Treasurer’s Report: Balance $32,097.09 (3/1/24).
   * On March 6th Cowden, Latch, and JoEllen met with City leaders Jurgens (mayor), Patterson (city council), Hurt (city council), and Reed (city clerk) to discuss library budget for FY 2024-25.
     + - The library board budget committee presented a budget request of $71,238. The city countered with $65,292 as its best offer. The reduction was due to $3K less from the county and $3K loss in library levy money allocated for operational expenses.
       - The city accepted a plan (see \*\*\* in LEGAL/POLICY RELATED below for more info on levy legislation) to continue to receive the levy money as passed by the people of Pleasantville in the 2021 elections for as long as the new legislation would allow. Because the city must show that it is making progress in reducing expenses according to HF718, the library budget committee proposed a plan to incrementally decrease the amount of levy funds usable for *operational expenses* for the next four years. The balance of the levy funds would then go to the library’s *Captial Improvements* fund for future use replacing roof, windows, etc. ***This plan shows less reliance on the levy funds to operate, but stewards the remaining levy money in a way that will still benefit the library and honor the votes of the people of Pleasantville. (***A chart of this incremental redistribution is available at the end of the minutes.)
5. Bills: Motion to approve all by Clark. 2nd by Latch. Passed. \*See Expense Detail attached.
   * + Elite Pest Control notified JoEllen that prices will increase beginning April 1, 2024 from $40/treatment to $53.50. The Board suggested that the library go from a monthly to a quarterly application schedule.
6. Director’s Report: Key takeaways

* JoEllen advised beginning communication with county libraries regarding a new county funding formula earlier in the year. The Board will seek to have a June meeting with Marion County library directors and 1-2 representatives from their Boards. Latch and Glann were suggested for “Funding Formula” committee.
* JoEllen was given a city credit card for library expenses, making ordering of materials and supplies much easier.
* JoEllen was approached by Jenn Murray from Parents as Teachers to see if the library would allow a Diaper Bin to be placed outside the building. The Board suggested doing a trial run for 6 months and getting a signed contract.
* JoEllen received a notice that $10k from the estate of Delores Fortner will be bequeathed to the library. Cowden to ask county clerk to add a line item for “memorial funds” in the budget.

1. City Council report: Clark attended March meeting. Abby Glann voted in to finish out Stephens’ second library board term (through June 2027.)
2. Ongoing Business:

**BUILDING/IMPROVEMENTS UPDATE**

* Hoffman to check in with JoEllen to make sure the door counter app is working correctly with the new router.
* Cowden reported on televisions suitable for zoom meetings and presentations.
  + Board Room = TV for Zoom meetings. Could be a smaller size…32”? Sony Bravia has zoom app built in, big pro.
  + East Room = TV for presentations. Needs to be big….65”? Could do many different brands with phone/computer port capabilities.

Hoffman/Cowden?

* Wanting to implement the following ASAP in the Teen Area/Back Windows:
  + Window tint on windows surrounding back door. JOELLEN
  + Two new black rollershades COWDEN
  + Four cubes for seating around giant tablet. CLARK
  + Rug for tablet/cube area LATCH
  + HANG STRING LIGHTS IN TEEN AREA

**LEGAL/POLICY RELATED**

* HF718 outline \*\*\*
  + State property reform bill passed in Spring 2023 affects local levies
  + Consolidates levies into cities’ general levies and caps the amount.
  + Results in loss of .27/1000 library levy passed in 2021 Pleasantville elections by over 75%
  + Levy to be phased out over next four years.
  + WSPL to lose approximately $15K annually (20% of budget)
* JoEllen presented the following policies. The first two were adopted by the Board and the third was tabled to gather more information. Motion by Hoffman. Second by Clark. Passed unanimously.
  1. Table and Chair Loan Policy
  2. Telephone and Cell Phone Policy
  3. Electronic Sign Policy

**STRATEGIC PLAN REVIEW**

* + - Outreach Programs scheduled. Friends of WSPL paying for events.
      * Science Center Planetarium at Elementary $500
      * Desdamona, spoken word artist, at JH/HS $250
    - Needing scheduled:
      * “Financial Literacy – Wills”

1. New Business:

* The Board reviewed and approved the library board of trustee application submitted by Jazmin Morrison. She will replace Jennifer Latch when her term ends June 30th, 2024. Cowden to ask for her approval to be put on April city council agenda. Motion by Latch. Second by Clark. Passed.

1. Reminders for future:
   * Get Library Board packet and date of next meeting to Abby Glann.
2. Adjourn: 9:57 pm. Motion by Latch, second by Clark.

**The next meeting will take place:**

**Tuesday, April 23rd @ 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~~~~: JoEllen~~
  + ~~November 15~~~~th~~~~: JoEllen~~
  + ~~December 19~~~~th~~~~: Hoffman~~
  + ~~January 16~~~~th~~~~:Hoffman~~
  + ~~February 20~~~~th~~~~: Clark~~
  + ~~March 19~~~~th~~~~: Clark~~
  + April 16th: Cowden
  + May 21st: \_\_\_\_\_\_\_\_\_\_\_\_\_
  + June 18th: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Webb Shadle Public Library Itemized Expense Report**

**(To be presented at March 27, 2024 board meeting)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line Item** | **Inv. #** | **Vendor Name** | **Details** | **Amount** |
| **Telephone** | 8384970960090200 | Mediacom |  | **209.76** |
| **Janitorial** |  | Celeste Hudspeth |  | 125.00 |
| **Utilities** |  | City of Pville | water | 54.98 |
| **Utilities** |  | Mid America |  | **329.70** |
| **Subscriptions** | DM8543373 | Des Moines Register |  | **53.00** |
| **Programs** |  | Blank Park Zoo | Library Membership | $250.00 |
| **Other Contract Services** |  | Cowden Sanitation |  | $45.00 |
| **Other Contract Services** |  | Elite Pest Control | February invoice | 40.00 |
| **Other Contract Services** |  | Forbes Office Solution |  | **133.38** |
| **Library Material** |  | Baker & Taylor | 2038105725 | 414.09 |
| **Library Material** |  | Baker & Taylor | 2038098619 | 139.19 |
| **Library Material** |  | Baker & Taylor | 2038081213 | 84.33 |
| **Library Material** |  | Baker & Taylor | 2038134039 | 129.48 |
| **Library Material** |  | Baker & Taylor | 2038073415 | **137.32** |
| **Library Material** |  | Baker & Taylor | 2038158590 | 151.18 |
| **Library Material** |  | Baker & Taylor | 2038140344 | 120.81 |
| **Other Contract Services** |  | Elite Pest Control | March invoice | $40.00 |
| **Maintenance** | Used LCC | Dollar Tree | Generic Windex (2) | 2.68 |
| **Maintenance** | Used LCC | Sam’s Club | Toilet Paper and 13 Gallon Garbage Bags (2) | 60.17 |

