WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: May 29, 2024

Time: 8:05 am

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

1. Call to order: 8:09 am.

1. Approve Agenda: Motion by Hoffman. 2nd by Clark. Passed.
2. Community Comment: none
3. Approve April (May 1) Minutes: Motion by Clark. 2nd by Hoffman. Passed.
4. Treasurer’s Report: Balance $21,319.00 (5/6/24).
5. Bills: Motion to approve all by Clark. 2nd by Hoffman. Passed. \*See Itemized Expense Report attached.
6. Director’s Report: Key takeaways

* JoEllen contacted Elite Pest Control to see about going quarterly. Their management to review request.
* JoEllen applied for commission as a notary and was approved. Need to get proper stamp.
* JoEllen attended a directors meeting at the newly renovated Prairie City library. Subject of discussion included utilizing the Foundation Directory Online database for library grants.
* Hot Air Balloon Fundraiser info from Jazmin. Tentative date July 20th.
* Denny Sharp from FEH Design went over the ideas/drawings from his visit earlier this Spring with Jazmin, Cowden, and Latch. Most of his report focuses on making the community garden more of a defined and beautiful space. They discussed other options for utilizing the outdoor space for concerts. He will be in touch with some other ideas.

1. City Council report: JoEllen attended May meeting. Received approval for tethered hot air balloon rides at the Pleasantville Sports Complex.
2. Ongoing Business:

**BUILDING/IMPROVEMENTS UPDATE**

* East Room: TV for presentations. Hoffman gave JoEllen info to order the following TV from Amazon: LG 65” Class UG75 Series LED 4k UHD Smart webOs TV.
* Teen Area/Back Windows:
  + Two black solar shades on order from Des Moines Blinds for $3056.10. Lead time 2-3 weeks. They will remove curtains and install new blinds.
  + Window Tint quote from Indianola Window Tint = $972.40. Difficult to communicate with. Cowden to check with Jose at 818 Window Tint also (did the office window tint). Clark motioned to approve up to $1000 to tint the 5 windows surrounding the back library door. Glann 2nd. Passed.
  + Hang string lights in teen area
  + Remove curtains and paint out exposed pipework.

**LEGAL/POLICY RELATED**

* Library Board Packets: Glann has received. Morrison will need one asap. ***Waiting on application from Nick Clark.*** He will need Board and City approval and a packet prepared.
* No response yet to letter sent to Directors and Board Presidents of Marion County libraries regarding a meeting set for ***June 25th***  at Webb Shadle Library to discuss an agreed upon funding formula to present to the Marion County Board of Supervisors next year. Each library is requested to bring 1-2 formulas to the table for discussion. Cowden will follow up. Latch and Hoffman formed committee to research formulas for recommendation and will meet on 6/5 at 4pm.

1. New Business:

* Library Director Review committee of Hoffman/Latch ***to perform review 6/5 @ 4pm.***
* End of Year Budget Recommendations after reviewing deficits and surpluses in line items - Possible $4786.50 left for following projects:
  + Tuckpointing $750
  + Window Tint $1000
  + East Room TV/mounting bracket/install $600
  + Computer Wiping Program $450
  + Library signage $150
  + Stem Cart and items $1836.50

1. Reminders for future:
   * Policies – Library sign message fee
   * Door Counter working?
   * “Financial Literacy – Wills” event needing scheduled
   * Elect Board Officers for fiscal year 24/25
   * City Council duty for fiscal year 24/25
   * Trustee Training hours for fiscal year 24/25
   * Texting app approval
2. Adjourn: 9:26 am. Motion by Clark, second by Hoffman.

**No June meeting. Instead, consider attending the June 26th County Library meeting.**

**Tentatively, the next meeting would take place:**

**The 2nd Tuesday of July:**

**July 9th @ 7pm**

City council meeting Duty

Total Trustee Training hours logged in 2023/2024:

Cowden: 2.5

Hoffman: 1

Latch: 2.5

Clark: 1

Glann:

(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 16~~~~th~~~~: Cowden~~
  + ~~May 21~~~~st~~~~: JoEllen~~
  + June 18th: Cowden

**Webb Shadle Public Library Itemized Expense Report**

**(To be presented at May 28, 2024 board meeting)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line Item** | **Inv. #** | **Vendor Name** | **Details** | **Amount** |
| **Telephone** | 8384970960090200 | Mediacom |  | **209.45** |
| **Janitorial** |  | Celeste Hudspeth |  | $125.00 |
| **Utilities** |  | City of Pville | water | 54.98 |
| **Utilities** |  | Mid America |  | **206.38** |
| **Subscriptions** | DM8543373 | Des Moines Register |  | **$37.00** |
| **Programs** |  | Science Center of Iowa | SCI Adventure Pass | $250.00 |
| **Office Supplies** |  | Amazon | Shipping Labels (2pkg) | 18.58 |
| **Other Contract Services** |  | Elite Pest Control |  | $50.00 |
| **Improvements** |  | Amazon | Folding Computer Desk | **49.99** |
| **Programs** |  | Amazon | Book Lover Pouches (2pk)  YA/Adult SR Prize | 41.98 |
| **Programs** |  | Sam’s Club | Animal Crackers | 8.98 |
| **Office Supplies** |  | USPost Service | Stamps | $40.80 |
| **Library Material** | 2038288559 | Amazon | 7 books | 82.57 |
| **Library Material** | 2038253143 | Amazon | 5 books | **89.35** |
| **Programs** |  | Home Depot | Storytime: Flowers for Mothers Day | 12.78 |