

**City of West Liberty Public Library  
West Liberty Public Library Board of Trustees  
Regular Meeting Minutes from September 18, 2024  
West Liberty Public Library Lower-Level Meeting Room**

**Present:**

Board President: Samuel Morel

Trustees: Ken Brooks, Hannah Chesmore-Potts, Sergio Ibarra, Maria Lugo

Library Director: Allie Paarsmith

1. Call to Order - 19:05
2. Approval of Agenda
  1. Motion to approve agenda: Lugo
  2. Second: Brooks
  3. PASSES 4-0
3. Approval of August Minutes
  1. Motion to approve august minutes: Chesmore-Potts
  2. Second: Lugo
  3. PASSES 4-0
4. Public Discussion
  1. Director Paarsmith Shares that the Library has been busy, especially so when school is out early. Once recent popular activity involved yarn painting. The City grounds crew reassumed maintenance of the library grounds, and has been doing a good job. The library would be interested in a local civic group to take over managing the community garden.
5. Financial Report
  1. Director Paarsmith presented the financial report. In addition to the documented expenses, there were two expenses that did not have documentation.
    1. Antelope
    2. City Credit Card
  2. Motion to approve paying documented bills as presented in the financial report, up to \$275 for Antelope, and this month's credit card statement: Brooks
  3. Second: Chesmore-Potts
  4. PASSES 4-0
6. Director's Report
  1. Director Paarsmith presented the Director's Report
7. Announcements from Members
  1. Board President Morel will be starting a new job with the West Liberty Community School District
8. Old Business
  1. Strategic Planning
    1. Director Paarsmith presented the Board with the results from the Strategic Planning process. The Board reviewed the results and chose the Library's Mission, Vision, and Goals. The Board also elected to permit Library Staff to identify action items for each goal to present to the board for approval.
    2. Motion to adopt mission statement, vision statement, and goals, and remit Library Staff to develop action items for each goal to present to the Board at a later date (Option 2): Chesmore-Potts
    3. Second: Ibarra
    4. PASSES 4-0
9. New Business
  1. Carpet Cleaning Quotes

1. Director Paarsmith shared the need for a carpet cleaning downstairs at the Library. The last cleaning was in 2020. Director Paarsmith presented three quotes for the boards consideration. The Board suggested getting updated quotes for only the lower floor, and suggested alternating floors on an annual basis.
    2. Motion to table: Chesmore-Potts
    3. Second: Lugo
    4. PASSES 4-0
  2. Outreach Policy
    1. Director Paarsmith presented an updated outreach policy. The board made some language changes.
    2. Motion to approve updated policy as amended: Chesmore-Potts
    3. Second: Ibarra
    4. PASSES 4-0
  3. Continuing Education
    1. Director Paarsmith presented the Board with information about the Iowa Library's Trustee Handbook
10. Adjournemnt
1. Motion to adjourn: Chesmore-Potts
  2. Second: Lugo
  3. PASSES 4-0
  4. Adjourned 19:55