**West Liberty Public Library Minutes**

**Date**:April 17,2024 | **Time**: 7:00 pm

**Present at Meeting**: Library Board Members Samuel Morel, Brianna Harvey, Ken Brooks, Vanessa Espinoza, Sergio Guerrero-Ibarra, Maria Lugo along with Director Allie Paarsmith, City Council Liaison Josh Shiltz, TAB Member Vanessa Burk, and member of the public

1. **Call to Order**
2. **Approval of Agenda**: Motion by Lugo, Second by Harvey, **5-0**
3. **Approval of Minutes**: tabled until next month
4. **Public Discussion**:
5. Excitement for book and bake sale- friends get early access
6. More members of public becoming familiar with library
7. West Liberty Index article
8. **Financial Report**: Motion by Espinoza, Second by Harvey **5-0**
9. **Director’s Report**: Given by Paarsmith
10. **Announcements from Members**:
    1. none
11. **Old Business**:
    1. **Atalissa Contract**
12. Interested in renewing contract for 3-5 years, want to cap at $12
13. Proceed with 3 years for contract
14. Motion by Brooks, Second by Lugo, **5-0**
    1. **Review budget allocation FY25**
15. Approved
16. Motion by Espinoza, Second by Brooks, **5-0**
17. **New Business**:
18. **Review evaluation documents**
    1. Personnel committee plus Harvey and Morel to reduce the pages on evals
    2. Motion not needed
19. **Trustee evaluation process**
    1. Information given about other areas’ processes
20. **Assistant Director Job Description**
    1. Director needs an assistant director to help with day-to-day- training, scheduling, and management of part-time staff. This person would also be involved in the hiring process and disciplinary actions
    2. Post the listing on the bulletin board, minimum legal requirements
    3. Motion by Espinoza, Second by Lugo, **5-0**
21. **Assistant Director Wages and Benefits**
    1. Front load vacation due to city structure
    2. Motion by Brooks, Second by Espinoza **5-0**
22. **Adjourn Meeting**: Motion by Lugo, Second by Espinoza **5-0**