

City of West Liberty Public Library
West Liberty Public Library Board of Trustees
Regular Meeting Minutes from September 17, 2025
West Liberty Public Library Lower-Level Meeting Room

Present at Meeting:

Trustees: Samuel Morel, Brianna Harvey, Ken Brooks, Rachel Morrison, Sergio Guerrero-Ibarra
Library Director: Allie Paarsmith
City Council Liaison: Josh Shiltz

- I. Call to Order 19:07**
- II. Approval of Agenda:** Motion to approve by Member Sguerrero-Ibarra, Second by Morrison, **4-0**
- III. Approval of Minutes:** May minutes- Motion to approve by Guerrero-Ibarra, Second by Morrison, **5-0**
- IV. Public Discussion:**
 - A.** The mulch has been fixed. Landscaping will need to be volunteered. We would like to get plants and trees. The flag pole will be maintained by Parks and Rec if we get the lights fixed. Tim recommended take the pole down because it is continually vandalized.
 - B.** We are on the list to meet with city engineers regarding roof repair.
 - C.** There was a verbal altercation in the men's room. Staff handled the issue, but it is not staff's responsibility to handle individual issues rather the space in general.
- V. Financial Report:**
 - A.** Motion to approve and pay expenses by Member Harvey, Second by Guerrero-Ibarra **4-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A.** Hannah is officially leaving at the end of the month.
- VIII. Old Business:**
 - A. Security Cameras**
 - i. Paarsmith would like to go with the security system proposed because the city uses the same system. This is for outdoor cameras and door access and will use most of the remainder of the allocation from the city.
 - ii. Motion to approve by Brooks, second by Morrison **4-0**
 - B. Trustee Recommendations**
 - i. Keegan Paisley has an application in and is already familiar from having worked at the library.
 - ii. Motion to approve this recommendation this by Guerrero-Ibarra, second by Morrison, **4-0**
 - C. Committee Assignments**
 - i. Tabled for now
 - D. Roof Contract**
 - i. Contract lapsed in 2022 for preventative maintenance. Recommendation is to approve the contract and get the roof cleaned and inspected. We can cancel up to 7 days before visit.
 - ii. Motion to approve this recommendation by Morrison, Second by Brooks **4-0**

IX. New Business:

A. Exit signs

- a. A cheaper option has been found through ExitLight Co. and also meets the necessary requirements rather than Uline which was initially recommended.
- b. Motion to approve purchase using ExitLight Co. Guerrero-Ibarra, Morrison **4-0**

B. LibraryAware and Novelist Select

- a. These are two new Ebsco offerings that will help the library create content to reach the community.
- b. Motion to approve these purchases by Harvey, Second Morrison **4-0**

C. Windows 10 computer replacements

- a. The gaming computers cannot currently be used due to the security issue with not being able to update to Windows 11. The options are to replace just the service computers for upstairs or replace those along with 4 gaming computers/keyboards/mouse/monitors.
- b. Motion to approve the recommendation to only purchase service computers by Guerrero-Ibarra, Second Morrison **4-0**

D. Meeting room policy review

- a. The policy was reviewed and revisions were requested to include a contract for any fee reservations,
- b. Motion to approve the contract with minor revisions by Morrison, Second by Guerrero- Ibarra **4-0**

X. Adjourn Meeting: Motion by Guerrero-Ibarra, Second by Morrison, **4-0**