

West Liberty Public Library Minutes

Date: June 21, 2023 | Time: 7:00 pm

Present at Meeting: Library Board Members Larry Miller, Ken Brooks, Maria Lugo, Dick Brand, Vanessa Espinoza, Samuel Morel (via Zoom), along with Director Allie Paarsmith, City Council Representative Josh Shiltz, City Manager Lee Gertz, Kelli Brommel (Youth Services Librarian), Ali Oepping (Adult Services Librarian), Space Utilization Consultant Shana Stuart, and TAB Members Vanessa Burk and Mya Elizondo.

- I. **Call to Order**
- II. **Approval of Agenda:** Motion by Brand, Second by Brooks 6-0
- III. **Approval of Minutes:** Motion by Brooks, Second by Lugo 6-0
- IV. **Public Discussion**
 - a. **Introduction of City Manager Lee Geertz**
 - i. City will refer to library director and board for any issues regarding book banning
- V. **Financial Report:** Given by Paarsmith
 - a. Motion to approve by Brand, Second Espinoza 6-0
- VI. **Director's Report:** Given by Paarsmith
 - a. Friends of the Public Library to attend Farmer's Market
 - b. Merchandise on sale at Summer Reading Program events in July
 - c. Community Foundation Grant
 - d. Part-time workers and fill-ins
 - e. Library collections overview and stats
- VII. **Announcements from Members:** none
- VIII. **Old Business**
 - a. **Space Utilization Report:** Given by Shana Stuart – Space Utilization Consultant
 - i. Overview of several plans created for library upper and lower levels in order to better utilize space
 - ii. Approval of invoice for Shana Stuart – Motion Lugo, Second Brand 6-0
 - b. **Staff Wages for FY24:** Proposed increase plans given
 - i. **Blue Plan** – Full-Time Merit and Cost of Living increase; Part-Time Merit only Increase: Motion by Espinoza, Second by Morel 6-0
- IX. **New Business**
 - a. **Review Hours of Service Policy**
 - i. Hours change for Fridays to take effect September 1 – Motion Brand, Second Espinoza 6-0
 - ii. City adding Federal Holiday Juneteenth for FY24
 - b. **Discuss Library Landscaping**
 - i. **Concrete** – re-do sidewalks in front of library
 1. City can do for \$2,500 - Approved
 - ii. **Fencing** – enclose HVAC unit in back of library to address and solve safety issues
 1. Approved up to the amount bid by DN Fencing (\$6,681) but get 3 more bids and have maintenance committee approve the contractor
 - iii. **Furniture** – More outdoor social spaces away from library doors to solve issue of youth crowding library entrances and exits – **TABLED**
 - iv. **Approval for concrete, fencing, and furniture decisions:** Motion Brooks, Second Brand 6-0
 - c. **EBSCO databases quote:** Motion Brooks, Second Lugo 6-0
 - d. **Library Logo approval:** Two decisions made that will be reworked with designer before approval
- X. **Adjourn Meeting:** Motion Brand, Second Lugo 6-0