

## **West Liberty Public Library Minutes**

**Date:** May 15, 2024 | **Time:** 7:00 pm

**Present at Meeting:** Library Board Members Samuel Morel, Hannah Chesmore-Potts, Brianna Harvey, Vanessa Espinoza, Sergio Guerrero-Ibarra, along with Director Allie Paarsmith, Assistant Director Ali Oepping, City Council Liaison Josh Shiltz, TAB Member Vanessa Burk

- I. Call to Order**
- II. Approval of Agenda:** Motion by Chesmore-Potts, Member, Second by Espinoza, **4-0**
- III. Approval of Minutes:** table for next month
- IV. Public Discussion:**
  - A.** Summer Reading Program by Oepping- calendars are ready. The library is foregoing registration this year and instead, you just need to live in the community. Punch cards will be given for each participant. Punches are earned by reading a book and/or attending library events. Once 6 punches are collected, the card will be turned in for a chance to win a prize of your choice. A variety of prizes are available for different ages- little kids through adult.
  - B.** Shannon starts June 4<sup>th</sup> as the children's librarian.
- V. Financial Report:** Motion by Chesmore-Potts , Second by Guerrero-Ibarra, **4-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
  - A.** Chesmore-Potts attended Strategic Planning session. The community was engaged and open to the discussion
- VIII. Old Business:**
  - A. Committee Assignments**
    - a. Three committees in bylaws- PR will act as the bylaws committee to adjust- Chesmore-Potts and Espinoza, Personnel- Brooks and Lugo, Budget/Finance- Guerrero-Ibarra and Brooks, ad hoc buildings and grounds-Morel and Harvey, DEI committee was discussed as an additional committee- Espinoza and Morel
  - B. Discuss Strategic Planning Process**
    - a. Espinoza and Gerrero-Ibarra will attend as Spanish speakers. Espinoza will get donuts for the meeting. Follow up is June 6<sup>th</sup> at library.
- IX. New Business:**
  - A. Ebsco Contract**
    - a. Paarsmith would like to continue offering this resource. As it gets more usage, we may adjust the resource offered to better fit the needs of the community.
    - b. Motion by Harvey, Second by Chesmore-Potts, **4-0**
  - B. Swank Contract**
    - a. We want to do 4 summer movies, 2 in english, 2 in spanish. We would like to partner with Parks and Rec and local businesses to help with funding for this. It would be \$6000 for outside movies. We want to do a 3-year contract for inside license.
    - b. Motion by Espinoza , Second by Harvey, **4-0**
  - C. Set special meeting for Director Evaluation and staff wages**

- a. Staff evals are to be completed by the end of May using the new evaluation forms. This will be used to evaluate Paarsmith. Board welcome to reach out to staff and patrons to get more info about day-to-day activities to evaluate Paarsmith. Director evaluation will take place Monday, June 3<sup>rd</sup> at 7pm for Paarsmith eval and discuss staff wages.
  - b. Motion by Geurrero-Ibarra, Second by Chesmore-Potts, **4-0**
- X. Adjourn Meeting:** Motion by Harvey, Second by Espinoza, **4-0**