

## **West Liberty Public Library Special Meeting Minutes**

**Date:** June 5, 2024 | **Time:** 7:00pm

**Present at Meeting:** Library Board Members Ken Brooks, Vanessa Espinoza, Maria Lugo, Sam Morel, Hannah Chesmore-Potts, Sergio Guerrero-Ibarra (via Zoom), along with Director Allie Paarsmith, Assistant Director Ali Oepping, and City Council Liaison Josh Shiltz

- I. Call to Order:** Motion by Brooks, Second by Lugo **5-0**
- II. Approval of Agenda:** Motion by Chesmore-Potts, Second by Brooks **5-0**
- III. Director Evaluation**
  - a. Discussed attendance and overcommitment
  - b. Growth within Friends of the Library
    - i. Able to raise significantly more money from previous years
  - c. Financial reporting improved from last year, still room for growth
  - d. Discussed submitting things in a timely manner
  - e. Managerial responsibilities and execution are great
  - f. Figuring out what can be delegated to Assistant Director
  - g. Onboarding documents and training procedures will be created
  - h. 5% pay increase for Paarsmith – Motion by Chesmore-Potts, Second by Espinoza **5-0**
- IV. Staff and Director wages for FY25**
  - a. 5% increase in wages for all staff
    - i. Motion by Espinoza, Second by Guerrero-Ibarra **5-0**
- V. Adjourn Meeting:** Motion by Brooks, Second by Lugo **5-0**