

**City of West Liberty Public Library**  
**West Liberty Public Library Board of Trustees**  
**Regular Meeting Minutes from December 18, 2024**  
**West Liberty Public Library Lower-Level Meeting Room**

**Present at Meeting:**

Board President: Samuel Morel

Trustees: Brianna Harvey, Maria Lugo, Ken Brooks, Rachel Morrison

City-Council Member: Lee Gertz, City Council Liaison: Josh Schultz

Library Director: Allie Paarsmith

Assistant Director: Ali Oepping

- I. Call to Order 19:06**
- II. Approval of Agenda:** Amend to include Climate Engineer Contract (New Business D), Motion to approve by Member Brooks, Second by Lugo, **4-0**
- III. Approval of Minutes:** Table until January
- IV. Public Discussion:**
  - A. Public has heard about change to library hours 10-6 M-Th, Friday and Sunday 10-5. Announcement will go out next week that this will start January 1.
- V. Financial Report:**
  - A. Inaccuracies due to update to the new system. Once everything is carried over, updates will be made to the report.
  - B. County allocation has been received from Atalissa and Nichols
  - C. Level Up at your Library is the theme for summer reading program.
  - D. Bills submitted and paid already-Elevator contract needs discussed because of the 10 year locked in contract
  - E. Motion to accept by Harvey, Second by Brooks, **4-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
  - A. None
- VIII. Old Business:**
  - A. V&K Conceptual Design Contract
    - i. Lee encourages Board to get the engineering designs as they will be beneficial to the fundraiser, those designs will also help with budgets for the phases
    - ii. Local Option Sales Tax can allocate \$100,000 from the for the startup. It can cover the design costs and anything additional can be allocated toward a library reserve fund designated to this project. Lee's recommendation is at the Jan 7 council meeting, they will set a work session to come and tour the library. At this meeting, Paarsmith will discuss the needs for the project and then at the meeting on the 21<sup>st</sup>, council will resolve to approve the allocation of the 100,000 toward the project. This can also fund things that are needed prior to the reno (shelving, gaming room). Any funds not spent will go into a reserve toward project.
    - iii. Board support is appreciated at that 21<sup>st</sup> meeting.
    - iv. Recommendation is to get updated engineering and design contract from V&K
  - B. Reschedule annual meeting

- i. Recommendation to move annual meeting to March 26<sup>th</sup> instead of the 19<sup>th</sup> which is during spring break
- ii. Motion to approve by Morrison, second by Harvey **4-0**

**IX. New Business:**

**A. FY26 Budget**

- a. Budget was submitted prior to approval to meet deadline. Asking for 5% of budget from city.
- b. Discussion regarding staffing in the next year
- c. Motion to approve and send to city and accept county motion by Brooks, second by Morrison, **4-0**

**B. Annual Survey report**

- a. Motion to accept Brooks, Second by Lugo, **4-0**

**C. Schedule Committee Meetings**

- a. Bylaws committee put off until after new year. Buildings and Grounds put off because elevator contract also just paid.
- b. Motion to approve by Brooks, second by Lugo **4-0**

**D. Climate Engineers PM Contract**

- a. There is now an option to do 1 annual payment rather than 4 payments throughout the year.
- b. Motion to renew with 1 payment contract by Lugo, second by Morrison **4-0**

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