

West Liberty Public Library Minutes

Date: September 20, 2023 | **Time:** 7:00 pm

Present at Meeting: Richard Brand, Ken Brooks, Vanessa Espinoza, Larry Miller, Samuel Morel, and Shannon Schneider along with Library Director Allie Paarsmith and Teen Advisory Board members Mya Elizando and Vanessa Burke.

- I. Call to Order**
- II. Approval of Agenda:** Motion by Brand, Second by Espinoza, 4-0
- III. Approval of Minutes:** Motion by Brand, Second by Schneider, 4-0
- IV. Public Discussion:**
 - A. None
- V. Financial Report:**
 - A. Tabled until correct reports are received.
 - B. Motion to pay outstanding bills by Brand, Second by Brooks, 4-0
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A. None
- VIII. Old Business:**
 - A. Library Logo
 - a. Motion to use logo #2 by Espinoza, Second by Morel, 5-0
 - B. Fencing Quote
 - a. Motion to accept American Fencing Quote bid by Brooks, Second by Brand, 5-0
- IX. New Business:**
 - A. Advantage Archives Quote
 - a. Motion to approve by Brand, Second by Schneider, 5-0
 - B. Meeting Room Policy Review
 - a. Motion to approve policy with the removal of the statement allowing alcohol in meeting rooms by Brooks, Second by Brand, 5-0
 - b. Board will review state library policy and other libraries' policies on alcohol to create a separate policy.
 - C. **Library Account Policy Review**
 - a. Motion to approve by Espinoza, Second by Morel, 5-0
 - D. **Disposal of Library Property**
 - a. Previously donated rocking chairs to be returned to family; Motion to approve by Brooks, Second by Brand, 5-0
 - b. Extra oak chair, large charging station, and outdated Chromebooks; Motion to throw out by Brand, Second by Brooks, 5-0
 - c. Magazine turntable to be donated to WELEAD; Motion to approve by Schneider, Second by Brand, 4-0
 - d. Paarsmith will work on creating a disposal policy to be looked at during a later meeting.
 - E. **Appointment of Second Signer to Charitable Fund**
 - a. Secretary position will be the second signer on the charitable fund.
 - b. Motion to approve Brand, Second by Brooks, 5-0

X. Adjourn Meeting: Motion by Brand, Second by Schneider, 5-0