

West Liberty Public Library Minutes

Date: April 17,2024 | Time: 7:00 pm

Present at Meeting: Library Board Members Samuel Morel, Brianna Harvey, Ken Brooks, Vanessa Espinoza, Sergio Guerrero-Ibarra, Maria Lugo along with Director Allie Paarsmith, City Council Liaison Josh Shiltz, TAB Member Vanessa Burk, and member of the public

- I. Call to Order**
- II. Approval of Agenda:** Motion by Lugo, Second by Harvey, **5-0**
- III. Approval of Minutes:** tabled until next month
- IV. Public Discussion:**
 - A. Excitement for book and bake sale- friends get early access
 - B. More members of public becoming familiar with library
 - C. West Liberty Index article
- V. Financial Report:** Motion by Espinoza, Second by Harvey **5-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A. none
- VIII. Old Business:**
 - A. Atalissa Contract**
 - a. Interested in renewing contract for 3-5 years, want to cap at \$12
 - b. Proceed with 3 years for contract
 - c. Motion by Brooks, Second by Lugo, **5-0**
 - B. Review budget allocation FY25**
 - a. Approved
 - b. Motion by Espinoza, Second by Brooks, **5-0**
- IX. New Business:**
 - A. Review evaluation documents**
 - a. Personnel committee plus Harvey and Morel to reduce the pages on evals
 - b. Motion not needed
 - B. Trustee evaluation process**
 - a. Information given about other areas' processes
 - C. Assistant Director Job Description**
 - a. Director needs an assistant director to help with day-to-day- training, scheduling, and management of part-time staff. This person would also be involved in the hiring process and disciplinary actions
 - b. Post the listing on the bulletin board, minimum legal requirements
 - c. Motion by Espinoza, Second by Lugo, **5-0**
 - D. Assistant Director Wages and Benefits**
 - a. Front load vacation due to city structure
 - b. Motion by Brooks, Second by Espinoza **5-0**
- X. Adjourn Meeting:** Motion by Lugo, Second by Espinoza **5-0**