

City of West Liberty Public Library
West Liberty Public Library Board of Trustees
Regular Meeting Minutes from April 15, 2026
West Liberty Public Library Lower-Level Meeting Room

Present at Meeting:

Trustees: Keegan Paisley, Sergio Guerrero-Ibarra, Brianna Harvey, Rachel Morrison, Skyler Appler
Library Director: Allie Paarsmith

- I. Call to Order 7:18pm**
- II. Approval of Agenda:** Motion to approve by Member Appler, Second by Morrison, **4-0**
- III. Approval of Minutes:** February and March minutes will be tabled until May
- IV. Public Discussion:**
 - A. Annual meeting was well received.
 - B. A letter to donors will be created to update them on progress and plans for the renovation.
 - C. Towhead Island has been donated to the Community Foundation and will be used for children's wilderness education.
 - D. Paisley will be doing a speaking opportunity with the Chamber regarding cybersecurity for small businesses on April 28th 8-9am. \$10 if you are not a chamber member.
- V. Financial Report:**
 - A. Bills for March have not been paid yet, but will be submitted tomorrow.
 - B. We have been notified that we are getting a \$70,000 budget cut. We have a total reduction of \$120,000 for operations that will need to be discussed. Finance meeting is on the schedule with Lee Geertz from the city.
 - C. Motion to approve and pay bills by Member Guerrero-Ibarra, Second by Appler **4-0**
- VI. Director's Report:** Given by Paarsmith
- VII. Announcements from Members:**
 - A. None
- VIII. Old Business:**
 - A. None
- IX. New Business:**
 - A. Candidate forum
 - a. Democrats will be at the library on Sunday the 19th at 1:30 upstairs to talk with community members. Paarsmith will reach out to the Republican party to offer the same.
 - B. FYI27 Contracting Cities
 - a. Atalissa has an extended contract and already in contract through 2027.
 - b. Nichols needs a retroactive 2026 contract.
 - c. Motion to approve retroactive FY26 Nichols contract and FY27 contracts for both Atalissa and Nichols Motion by Morrison, second by Appler **4-0**
 - C. HVAC Contract
 - a. Motion to approve the Crawford Contract with the addendum to approve 1 year contract and switch to annual billing by Member Guerrero-Ibarra, second by Morrison **4-0**

D. Bywater Contract

- a. Automated bot traffic has caused significant slowdowns. Using a host will solve this issue.
- b. Motion to migrate to ByWater hosting Koha with an agreement to data sovereignty (at conclusion of partnership that we have the ability to request them to delete or give back the data) by Member Appler, second by Guerrero-Ibarra **4-0**

E. Personnel Policy Update

- a. City Handbook has been completed and we can now update personnel policy to align with the City's policies.
- b. Motion to approve the revised Personnel Policy as presented by Member Morrison, second by Guerrero-Ibarra **4-0**

F. Job Description Updates

- a. The Assistant Director position has been removed. Oepping has asked to step back from those responsibilities and Paarsmith feels she is now in a position to take over those responsibilities. Oepping has requested to take on the position of Marketing and Communications Library Specialist.
- b. The board recommended Oepping take on the responsibilities in the job description immediately, including the 30-hour work weeks and starting at \$18 per hour until the finance committee can meet to discuss the budget, with an agreement of back pay should that number change. All other job descriptions were approved. Motion made by member Guerrero-Ibarra, second by Morrison **4-0**

G. Evaluation Procedures and Schedule

- a. No action needed

X. Adjourn Meeting: Motion by Appler, Second by Harvey, **4-0**