

**WEST UNION COMMUNITY LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
July 8, 2026**

Location: Eden Community Room

Time: 10:00AM

Agenda

I. Call to order

II. Roll Call

Present: Steve Fate, Sue Updegraff, Lois McElvania, Sherri Imoehl & Anne Britt

Absent: Tim Fisher

III. Introduction of Guests and Public Input: Barb Van Horn, Guest

IV. Approval of the Agenda

Moved: Updegraff Seconded: Imoehl Motion passed.

V. Approval of the Minutes from June meeting

Moved: Britt Seconded: Updegraff Motion passed.

VI. Bills

Bills through 5/31/26 were presented to the board (bills dated 4/30/26 & 5/31/26).

Moved: Britt Seconded: Imoehl Motion passed.

VII. Committee Reports/Director Report

A. Director's report: Jill highlighted the success of the Summer Reading Program.

B. Personnel Issues: Elaine Reicks' last day was July 7.

C. Building Committee report

D. Policy Committee report

E. Financial Advisory Committee Report

VIII. Unfinished Business

A. Library Trust & Agency Account, follow-up letter

Motion: to send the follow-up letter as presented to the board to Mayor Halverson & City Administrator McIntyre

Moved: Updegraff Seconded: Britt Motion passed.

B. Information on telehealth tablet from IA Department of Health & Human Services, 1 location per county will be selected. Jill attended an informational meeting.

C. Director Evaluation: completed

IX. New Business

A. Internet/Computer Policy

Motion: to approve the Internet/Computer Policy as presented.

Moved: Britt Seconded: Updegraff Motion passed.

B. Personnel Policy

Motion: to approve the Personnel Policy as presented.

Moved: Updegraff Seconded: Imoehl Motion passed.

C. Accept donation from Norma Jean Warner Trust, \$941.69

Motion: to accept the donation as presented with gratitude.

Moved: Britt Seconded: Imoehl Motion passed.

D. Water softener quote: from Northeast Iowa Water Systems, \$1495.00 (includes new water softener, removal of old softener & installation of new softener)

Motion: to proceed with purchasing a new water softener from Northeast Iowa Water Systems.

Moved: Updegraff Seconded: Britt Motion passed.

F. Election of Officers

Motion: to approve the election of FY 2026 Officers as follows:

President: Steve Fate; Vice-President: Lois McElvania; Secretary: Anne Britt

Moved: Updegraff Seconded: Imoehl Motion passed.

E. New trustee

Motion: to recommend Barb Van Horn to the City Council for a 6-year term as a Board of Director

Moved: Updegraff Seconded: Imoehl Motion passed.

X. Other Business

A. Comments and Questions

B. Next meeting, Wednesday, August 12, ***10:00AM***

XI. Adjourn: the meeting was adjourned at 10:38AM