

Glenwood Public Library Board of Trustees Meeting

July 3, 2024

The GPL Board of Trustees meeting was called to order by President Wilson at 5:31 PM. Present and attending in person were Kate Wilson, Barbara Taenzler, Dave Stickrod, Rachel Rodenburg, Joe George and Tara Painter.

Introduction of Guests: No guests present.

Consent Agenda: Motion to accept and approve the consent agenda as presented was made by George and 2nd by Stickrod. All ayes. Motion carried.

Bills: Wilson asked Painter how much summer reading will cost this year. Painter has not ran that number yet but it typically ranges from \$3,000 - \$6,000 depending on programs offered.

Correspondence: Painter presented John Butler's resignation letter effective 7/24/24. He is moving out of the country.

Director's Report: The library does not have monitoring of water due to construction taking box down. Trying to keep track on paper/spreadsheet. Water company coming inside to get reading. Box may have went into dumpster during construction. Latest flooding ended up with puddle next to the door. Dam keeps most of the water out. Not messing with anything for now. Painter does not expect there to be an issue. No financial report because City Hall was not open. Painter reported that summer reading is up to 320 kids.

Committees and Reports:

Friends Report

- Wilson attempting to recruit community members to be involved with the organization.
- Membership drive is in the works. Wilson has created flyers and incorporated different levels of sponsorship compared to the limited options before.
- Wilson reported a need to adopt bylaws for the Friends group.
- Taenzler noted that ageism was a big factor as to why the group disbanded because it was harder for them to do their job due to their age.
- Wilson brought up making T-Shirts and bookmark stations for initial fundraising.

Foundation Report

- George is the President of Library Foundation, which may be a conflict of interest, but he will make an effort to mitigate that.
- Foundation met last week following a long duration of not meeting. Beginning planning process of Fall Fundraiser. Beer, Cheese and Meat has been held at Keg Creek Brewery. Tentative date of 9/22.
- Foundation has chosen library drapes for intended funds. Past projects have been children's department, architectural fees, retaining wall. Foundation purpose is for larger scope projects. Continued focus of the organization.
- Wilson went to Foundation meeting as person advocating for Friends. Foundation to open account on behalf of Friends for funds and legal issues. Old friends account balance to be transferred to new friends account. Taenzler believes that the balance is around \$2,000.

Old Business:

1. Vestibule

- a. Painter relayed that the vestibule completion date was delayed until August 12th. The material order to replace the entire structure was the cause of the delay. Insurance approved the bid for the entire tear-down.

2. Ramp

3. ARPA fund requests

- a. Painter said she has still has not gotten larger bid for interior security cameras. Painter and staff do not feel interior cameras are necessary for best practice. She feels that it becomes a barrier for patrons trying to check certain items out. Children's librarian, Sam, is adamant on not having cameras in children's section. Painter claims it's more of a liability to have cameras in a library due to right of privacy. Staff do not feel like the cameras would advance their job or the director to monitor better than she already does. Painter feels that it will lower staff morale and does not feel that their safety is threatened to where they can't keep an eye on things. Her main concern is that it's going to become a barrier for vulnerable people to use the space. current bid now is for three additional outdoor cameras and an interior camera in the teen center alcove. These additional cameras and the existing outdoor cameras do have audio included. Wilson believes that cameras are necessary. She mentioned that it is becoming the standard now with public spaces including schools. George is hesitant where there is heavy patron traffic for privacy concerns. Proposes video and no audio. Consider areas where staff does not have access to monitor. Painter says there should be no live feed of cameras at anyone's monitor under best practice. Painter should be the only staff member with access to the feed. Discussion to continue when both bids for security monitoring are received. The city now has the smaller bid in their possession. Rodenburg asked about the drapes and Painter said the

building committee decided that drapes would be best obtained through a fundraiser.

New Business:

1. Wilson proposed a possible closed session for the director evaluation. Painter declined the closed session.
2. Director evaluation
 - a. Wilson clarified that the five board members who participated in the evaluation were the current trustees as of June 30: Wilson, Stickrod, Hines, Taenzler and Rodenburg.
 - b. Wilson explained the rating system of 1,2,3,4,5 with 1 being unacceptable and 5 being greatly exceeds position expectations. The compiled board cumulative rating was a 2.7, falling in between improvement required and meeting position expectations.
 - c. Wilson went through each evaluation section and provided a summary of the board's comments.
 - i. Board policies – issues were raised regarding what Painter reports to the board regarding staffing issues.
 1. Painter states that she could not bring staffing issues to the full board. The board now has a personnel committee where Painter can discuss ongoing issues. She believes this committee will allow more transparency and allow a line of communication to see how these issues are to be addressed.
 - ii. Budget – no issues to report. Painter does a nice job with the budget.
 - iii. Supervises personnel – issues brought up included employee discord within the workplace based on the employee climate survey, high turnover rate and a lack of grievance documentation from current and former employees.
 - iv. Attends all library board meetings – no issues to report
 - v. Administer maintenance of library facilities – Follow up on architect for expansion. No other issues noted.
 - vi. Review and approve selection of material – no issues to report.
 - vii. Participates in professional meetings – no issues to report.
 - viii. Accountable for all activities – Biggest issue is the Wednesday early out behavior that gets reported. Praises included the summer reading program and adult book clubs.
 - ix. Technical ability – no issues reported.
 - x. Attendance habits – attendance issues were discussed in April and since then have become much better.
 - xi. Accurate neat and thorough work – Address the issue of getting board materials to members earlier to give them the opportunity to read through material in advance. Painter said summer reading and transitioning to Google Docs has created a delay in providing

material. Jeremy, library employee, is training Painter on Google Docs. The goal is for everything to be ready by Monday.

- xii. Communication skills – Addressing issues on accountability and accepting feedback from others.
- xiii. Customer service – Addressing complaints from patrons that the staff is not welcoming to visitors, improving communication between Painter and staff, issues of a Board member hearing around town that Painter has voiced her opinion that the Board is not doing a good job, not heading in the right direction and is difficult. Painter responded by saying that she would not describe the board that way.
- xiv. Problem solving – Painter to continue to work on getting a handle on the early out Wednesday disturbances and resolving interpersonal issues among staff.
 - 1. Painter described why closed session was not an option to bring staff issues to the board because the staff would have to give permission to go to a closed session. She believes that the new personnel committee should resolve a lot of these issues by being able to communicate what is going on.
- xv. Noted accomplishments for Painter included managing the budget, summer reading, keeping social media up to date, advocating for the Library and staff, and keeping the board informed with ongoing construction projects. Taenzler added that since she has been on the board the appearance of the Library has improved.
- xvi. Overall assessment for Painter was 2.7/5.0.
- xvii. Goals moving for Painter included improving overall staff morale and doing what she can to mitigate turnover, managing early-out disturbances, fostering open and honest communication with the board, and continuing to work on leadership skills.

Follow up:

- George asked if Painter has any input to the board for things they can offer in order for her to do her job better. Painter believes the new committees that have been recently established with the board will be something that she can lean on that he did not have before. She believes it will help with communication in general. Painter noted that the nature of the board has changed including rules and routines. Painter is struggling with Google Docs. Willing to work with the new framework but it will take her time to get comfortable with it. Painter and Wilson established that if Painter provided board material by the Tuesday before the meeting takes place, that will be sufficient.
- Wilson stated there are going to be just as many early outs going forward.
 - o Painter brought up to the Board for consideration for Wednesday's to shortening the Library hours to 6:00 PM. It will help out with overlapping/short-staffing. Accreditation standards require the Library to be open one evening per week and that is

until 6:00 PM. Library will still be open until 7:00 PM on Monday's. Wilson asked if that will work with the later board meeting and Painter assured her that she would keep the front door unlocked to make sure the open meeting remains open.

3. Library Ordinance Review

- a. Board to review once a year at the beginning of the fiscal year.
 - b. Painter stated that ordinance comes from City Code. George noted that until a couple of years ago the City only had paper codes.
 - c. Painter clarified that the only way to make changes to the Ordinance is to take it to a vote. George noted that this is one of the biggest protections in Iowa code. Code is pretty standard across the state of Iowa.
 - d. Wilson brought up a video that was shared with her by the City Administrator called Where Cities and Libraries Meet. She mentioned Library Staff vs City Staff and how they should try to make the personnel policies the same as the city policies, noting that the nature of the two will be different, but for example HR and grievance policy should be the same. Painter stated that the city does not have a grievance policy. She said that currently whenever the city updates the operations manual, she goes through and notes the things that are different and updates the Library's. Differences between the two are mostly around staff expectations. Otherwise, HR policies are identical. George noted that during his time on the board the only policy that was different was bereavement leave. He said that the Library was more inclusive to 2024 family dynamics. Painter noted that step-families were not included and she believed they needed to be. Wilson brought up library having a copy of personnel records at City Hall. Painter said there are certain things that City Hall has to have. City Hall has the originals and Painter has a copy of them. Painter keeps their evaluations and City Hall does not see those because that is an "us" thing.
4. Board Training - Basically Incredible Boards
- a. Board watched the minimum of 15 minutes.

Questions and Comments:

Adjournment

- There being no further business to come before the board, a motion to adjourn was made by Taenzler, 2nd by George. All ayes. Motion carried. Meeting adjourned at 6:54 p.m.

Rachel Rodenburg, Secretary

Kate Wilson, President