

## Glenwood Public Library Board of Trustees Meeting

September 5, 2024

The GPL Board of Trustees meeting was called to order by President Wilson at 5:30 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 were present.

Consent Agenda – Motion to accept and approve the consent agenda as presented was made by Stickrod and 2<sup>nd</sup> by Taenzler. All ayes. Motion carried.

Correspondence: No correspondence this week.

### Director's Report:

- Painter noted that staff is now down full-time and part-time so she has been covering the desk. New Adult Services librarian will start on the 10<sup>th</sup>.
- New schedule for early out Wednesdays. Staff was happy with how everything went.
- Painter pointed out the television with slideshow for upcoming events at the top of the stairs when you come in the library.
- Taenzler inquired about the part-time employees. Painter said one is still active and one has resigned. Ad has been placed in paper for a replacement.

### Committees and Reports:

- Friends Report
  - Taenzler asked George about transferring Friends bank funds to Foundation bank funds. George said the bank's ideal process is to receive a letter from organization and existing members that states that they have dissolved the organization. Taenzler noted it would be impossible to have all existing members to sign this letter. George mentioned having a check issued for all but \$10 to remain in existing account and the remainder will be distributed to new account. Eventually the account will be closed for failure to maintain minimum balance.
  - Wilson is waiting until the bank account is straightened out before doing anything with the new Friends group. She would like to have a list of existing members so she can identify life members that can continue to the new Friends group.
- Foundation Report.
  - George said the fundraiser is set to take place on the 22<sup>nd</sup> from 6:30 – 8:30 PM. \$25/ticket. Tickets can be purchased through Tara. Lowered the pairings from 5 to 4 but will offer more food with charcuterie style.

### Old Business:

1. Vestibule
  - Painter noted there is no automatic door yet and the electrician is waiting

on a piece. Taenzler complimented the light fixtures. Wilson brought up the trouble with drop-box in the back entrance. Painter said a mud-jack is needed to fix the issue. Wilson suggested moving the drop-box closer to the building but Painter noted the idea is to have one drop-box for people to not have to get out of their car. Painter will put a word in with Public Works to see if they have an opinion on correcting the issue.

2. Ramp

- Painter pointed out the bill has been received but is not itemized. The original estimate was itemized, but they did a lot more than what was noted on the estimate. The job is not quite finished as they are waiting on finishing the door and then waiting on the ground to settle for landscape finishes. Pinnacle will seed it.

3. ARPA fund requests

New Business:

- Blinds
  - Painter called four different companies and only one called back and visited to provide their estimate. Painter cannot reveal what the bid is if the board still wants to go back out and find a different company to bid. Taenzler asked if the City will let the board accept just one bid. Painter responded yes and that the library is different than other departments when it comes to this matter. No insurance funds are coming for this project. George noted that the attempt to at least get different bids is the appropriate method. The board collectively did not have any issues with not seeking additional bids.
  - The bid for the original building is \$5,100 for 13 windows. \$2,000 in addition for the vestibule. Painter noted that this is being paid for by money raised from the Foundation's fundraiser. She asked George if the Foundation is OK with going forward with both sections. George said he does not see an issue with the Foundation covering both portions because the Foundation has the money on hand to cover. Wilson asked about securing the vestibule after hours so nobody could inhabit and Painter assured that with the door in place the premises will be locked and new keys for that door will be issued to appropriate staff and board members.
  - Taenzler made a motion to accept the bids and Wilson second.
- Staff Day Closure – October 14, 2024
  - Painter is requesting staff development for what would normally be Columbus Day. This day would be dedicated to Team-Building and the staff development day in January is for training. Normally the staff does not do two a year but this seems like a year where they need to do two.
  - Wilson asked Painter if there was a plan in-place for when she was not in the building due to issues she has been aware of when Painter is absent. Painter said they have created a Librarian-In-Charge while Painter is not in the Library. Position is two-fold: one is making sure the door that has trouble locking has shut and locked properly before close. That same

person has the responsibility to be the person that things devolve to when something is going on at the Library. Painter said that she gets updates regularly when she is not there. Rodenburg asked if there was still school in session on October 14<sup>th</sup> and Wilson double-checked and confirmed that there is school that day.

- George motioned to close the library on October 14<sup>th</sup> for staff development and Stickrod 2<sup>nd</sup>.
- ADA Checklist – Priority 3
  - Painter said one of the first things they did when reviewing the checklist was recognizing all of the handles on all bathrooms were completely wrong. She got a grant that allowed all of them to be replaced. Painter said the intention of this is to know you have a problem and figure out how you can go about fixing it. She noted that most of the issues in our library are architecturally impossible to fix. Standard does not mean you have to be 100% compliant but more so aware of the problems that exist so that when you do have a chance to fix it you can be prepared. She brought up the issue with the backdoor access signage but she isn't sure what that signage would look like and how that would be posted. Painter suggests reviewing one a year within the four categories with the Board. Stickrod asked if there will come a point where the architecture of the building causes the library to not be compliant when they need to be. Painter responded no because one of the things they pointed out when they moved this rubric is there is no way to become ADA certified. No agency, official certification, expert exists to tell the Library they are not meeting the certification. All we have are the guidelines.
- Public Handouts and Posting Policy
  - Painter sees no need to change. Wilson motions to accept the Public Handouts and Posting Policy and George second.
- Tobacco/Nicotine-Free Policy
  - Wilson motions to accept the Tobacco/Nicotine Policy and Rodenburg second.
- State Library Sponsored E-mail Address
  - Painter said the State will not support the Library's e-mail addresses after May 2025. The City is considering adapting their own e-mail system but they are waiting until city administrator is replaced. The new position is expected to be filled after the election in November. Painter does not want to switch all of the e-mails over once and have to do it all over again. This will be a strenuous process to do just one.
  - For now, Painter will research possible alternatives to have a backup plan until the City decides. The Iowa Library Association has reached out to the libraries that are still on the state sponsored system. They will try to create a support group that will have classes and best practices for the transition. The City currently uses Google and they told Painter to not join yet because it will cost more money and they aren't sure if they are going to stick with it or not.
  - Wilson asked if this could lead to them cutting other areas and Painter

said the state will still support the website.

- Board Training – Basically Incredible Boards

Questions and Comments:

**Adjournment**

- There being no further business to come before the board, a motion to adjourn was made by George, 2<sup>nd</sup> by Taenzler. All ayes. Motion carried. Meeting adjourned at 6:30 p.m.

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- Rachel Rodenburg, Secretary

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Kate Wilson, President