

## Glenwood Public Library Board of Trustees Meeting

February 3, 2021

The GPL Board of Trustees meeting was called to order by Chair Wray at 5:30 pm. Present were Wray, Thrane, George, Painter, Duran and Hines. Thrane, George, Duran and Hines attended via Zoom.

Guests attending were Dan McComb, Glenwood City Council member, and Shana Stuart, Director of the Carnegie Libraries in Iowa.

Motion to amend the Consent Agenda and move Space Utilization before Correspondence was made by George, 2<sup>nd</sup> by Hines. Ayes: Wray, Thrane, George, Duran, Hines. Nays 0.

Before motion to approve the Consent Agenda was made, Painter wanted to inform the board that included in the bills for approval was Oxen Technology which raised their rate \$7.00 per computer. Painter has been pleased with the company's service and Oxen hasn't raised their rates in four years. A motion to approve the Consent Agenda was made by George, 2<sup>nd</sup> by Duran. Ayes: Wray, Thrane, George, Duran, Hines. Nays 0.

No board meeting was held in January 2021.

**Space utilization – Shana Stuart:** Stuart presented a detailed and comprehensive assessment on GPL's status as a Class E library, comparable to Clarinda, Red Oak, and Shenandoah libraries. She provided minimal and optimal recommendations based on previous years' data and projections for the year 2050. The board thanked Stuart for her thorough report which provides specific information needed when considering the library's expansion in the future.

**Correspondence:** Painter received a letter from the Donald Jackson family. They'd like to donate a painted portrait of the local historian once the pandemic is under control. Frank and Shirley Desparrois donated \$1000.00 to purchase books. Letters from Dan McComb and a letter of resignation from J. Bayse were also received.

**Director's Report:** As written. Painter highlighted that she attended a county board of supervisors meeting which was good. The "I Can Read" shelf has been organized and grouped in levels 1,2, 3, 4. Enrich Iowa money was used to purchase new books. The grant evaluation was sent in for the April 2021 grant from the Mills County Community Foundation. The new front door was installed in December.

**Committees and Reports:** There was no Friends Report. George reported that the Foundation met. Numerous members of the board expressed their concerns about the library not being open. The Fall Fundraiser brought in less money due to the no in-person event/auction. Painter will work together with the

Foundation moving forward to establish priorities. Painter applied for the Mills County Foundation Grant and the foundation gave her \$2500.00 to be applied to technology including a new TV for the Bogard Room to facilitate zoom meetings.

### **Old Business:**

**Library Re-opening:** Dan McComb from Glenwood's City Council addressed his concerns about the library's continued closure. He's also received phone calls from other residents with the same concerns. He's contacted other libraries in SW Iowa who are open and reported on their Covid-19 mitigation procedures.

Discussion regarding Glenwood's criteria for reopening followed, including eventually offering both curbside and in-person. Painter brought up current staffing shortages in regard to implementation. Wray suggested Painter write up a protocol and send it out to the board. A motion to implement Phase 1, with the library to open Tuesday, February 16, two days a week, contingent on a threshold of a 15% positivity rate was made by George, 2<sup>nd</sup> by Duran. Ayes: Wray, Thrane, George, Duran and Hines. Nays: 0

The board will evaluate how things are going at next month's meeting.

### **New Business:**

**Space Utilization:** (See above)

**Holiday Closures 2021:** Painter pointed out that since Christmas Eve falls on a Saturday this year, the board needs to designate closing the library either December 23 or December 27 as staff's second day off. A motion to close the library for the holiday on Monday, December 27 was made by Hines, 2<sup>nd</sup> by Duran. Ayes: Wray, Thrane, George, Duran and Hines. Nays: 0

**Children's Librarian Opening:** Painter considers the children's librarian the lynchpin position of the library's staff. She has advertised to fill the position, but needs to know what wage she can offer. Since the budget hasn't been approved yet, a motion to offer \$11.85 per hour to start, with a raise in six months to \$13.00 per hour was made by George and 2<sup>nd</sup> by Duran. Ayes: Wray, Thrane, George, Duran and Hines. Nays: 0

**Library Hours:** Painter proposed adjusting the library's hours once the library is fully open. Rather than staying open until 8 PM one night, she feels staying open until 7 PM two nights would be more effective. She's not looking for a vote at this time but wants the board to think about it. It will be on next month's agenda.

**Mills County Public Health Volunteering:** If the library would provide time to help Mills County Health with vaccination paperwork, GPL staff would qualify to get Covid-19 vaccinations. A motion to designate two four-hour spans per

week to MCH was made by Hines and 2<sup>nd</sup> by Thrane. Ayes: Wray, Thrane, George, Duran and Hines. Nays: 0

**Mills County Community Foundation Grant Spring 2021:** Grant proposal \$3300.00 added to the \$2500.00 from the library foundation. Painter is incorporating signage in this grant. Cost for children's signage is \$1400.00. The cost is \$1300.00 for adult signage. Painter wants to include a smart TV for zoom meetings and five laptops.

**New Iowa Library Trustees Handbook:** The new handbook is now online with hot links and an additional chapter on *The Culture of Learning*. Painter can provide a hard copy of the handbook upon request. Let her know if there is a problem accessing the handbook online.

There being no further business to come before the board, a motion to adjourn was made by George, 2<sup>nd</sup> by Duran. Motion carried. Meeting adjourned at 7:11 PM.

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Debra Hines, Secretary

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Bob Wray, President