

Glenwood Public Library Board of Trustees Meeting

May 5, 2021

The GPL Board of Trustees meeting was called to order by Chair Wray at 5:32 pm. Present were Wray, Thrane, George, Painter, and Hines. Wray, Thrane, George, and Hines attended via Zoom.

There were no guests.

Consent Agenda:

Before a motion was made to approve the consent agenda, Painter informed the board that the excavation bill came in at \$4,300.00. Motion to approve the consent agenda was made by Thrane, 2nd by George. Ayes: Wray, Thrane, George, Hines. Nays 0.

Correspondence: Painter received a letter of resignation from custodian Tim Langholz.

Director's Report: As written. Painter highlighted the results of a six-week survey of library patrons. A brief discussion followed. Painter announced that beginning this month she will resume writing monthly articles for the OT.

Committees and Reports: There were no reports. The Foundation meets tomorrow.

Old Business:

Library Re-opening: Painter reported that curbside service will continue and expand from 4:30 to 5pm beginning May 20.

New Business:

- 1. Library hours update:** Painter went over her proposed adjustment of staff hours and patron hours. The library will be open again to the public on Mondays beginning this coming Monday.
- 2. Part-time positions update:** Painter has hired Lillien DeLashmutt and Mary Pittman.
- 3. Cleaning services update:** After receiving Langholz's resignation (see correspondence above), Painter consulted with Wray and placed an ad in the paper, accepting bids through May 28. So far, she's received one bid.
- 4. 2022 Budget:** The budget is tentative, depending on what money the city receives. Painter said that the library was given half of what was proposed for salaries.
- 5. Library end of year needs:** Painter said that staff needs new office chairs, she's also requesting two book trucks, rolling crates, microfilm and ADA compliant locks for the restrooms. She estimates the cost at \$5,000.00. She also mentioned replacing the phones, and two staff computers. After some discussion regarding this year's budget, a motion

was made by Wray and seconded by George for Hines to meet with Painter and investigate the feasibility of making these purchases. Ayes: Wray, Thrane, George, Hines. Nays 0. Motion carried.

- 6. Public Handouts and Posting Policy review:** After a brief discussion, Hines made a motion to accept the Public Handouts and Posting Policy as amended. George seconded. Ayes: Wray, Thrane, George, Hines. Nays 0. Motion carried.
- 7. Public Relations Policy review:** Painter clarified the library's presence in the community and on social media platforms. Wray made a motion to accept the Public Relations Policy as written. George seconded. Ayes: Wray, Thrane, George, Hines. Nays 0. Motion carried.
- 8. Behavior Policy—Smoking policy review:** Mills County Health pointed out that there is nothing forbidding vaping in the library's behavior policy. Discussion followed. A motion to approve the Behavior Policy stating that smoking is against the law in Iowa with the amended website link was made by Hines and seconded by Wray. Ayes: Wray, Thrane, George, Hines. Nays 0. Motion carried. Painter will write up a stand-alone policy forbidding all forms of smoking, including vaping and that they are illegal in the state of Iowa. (see documents submitted by Painter)
- 9. Iowa Library Trustees Handbook – Chapter 3: See Handbook.** Wray suggested the board review this chapter for discussion at next month's meeting.

Questions and Comments:

Painter informed the board that she is participating in a Mills County Health and Opinion Tribune public service campaign encouraging people to be vaccinated.

There being no further business to come before the board, a motion to adjourn was made by George, 2nd by Thrane. Motion carried. Meeting adjourned at 6:11 PM.

Debra Hines, Secretary

Bob Wray, President