

## Glenwood Public Library Board of Trustees Meeting

December 1, 2021

The GPL Board of Trustees meeting was called to order by Duran at 5:30 pm. Present were Duran, George, Hines, and Painter. Duran attended via Zoom. Thrane had no sound and no video, but attended by phone.

There were no guests.

### **Consent Agenda:**

The security system bill that the library has the grant for is included in this month's bills. Motion to approve the consent agenda was made by George, 2<sup>nd</sup> by Durand. Ayes: Duran, George, and Hines. Nays 0.

**Correspondence:** There was no correspondence.

**Director's Report:** As written. Youth Services librarian is developing a parent advisory group. Parents supporting other parents trying to educate their children at home. Hoping to start meetings in January. Painter reported having a great meeting with the Lions Club. The club upped their donation again this year.

George requested Painter include the "trial balance" percentage expended on the budget's Revenue and Expense Report.

### **Committees and Reports:**

**Friends Report:** Painter was out of town, but John, new Adult Services Librarian, attended the Friends meeting and introduced himself. Library's program, *Shelf Indulgence*, an opportunity for patrons to preview new books, meets at Parea this Thursday at 6PM. Group meets the first Thursday of the month. Quilter's group is starting back up this coming Saturday. Love's is going to donate \$1000 to the library.

**Foundation Report:** No report. Foundation hasn't met since last GPL board meeting.

### **Old Business:**

- 1. Library Re-opening:** Painter reported things are going well. Library going through more masks, but costs are going down.
- 2. ARPA Grant update:** Security cameras are fully installed. Painter has an app on her phone enabling her to check cameras from anywhere. Once she gets the check tomorrow and takes a copy she can apply for reimbursement.

## **New Business:**

- 1. Budget Committee:** Painter called for a meeting to get the budget together. Angie is leaving and will be replaced by Amber as City Administrator/Finance Director. George and Duran agreed to meet with Painter December 15 at 5:30 pm.
- 2. Board of Supervisors Meeting with Mills County Libraries:** Meeting is scheduled for January 11 at 10am. Board members are welcome to attend. Those Mills County libraries that attend receive a 3% budget increase. Those not attending don't. Painter will call any Directors who don't respond to her email regarding the meeting.
- 3. Community Survey and Glenwood 2045:** The library is mentioned on two different questions. Painter and staff have been encouraging people to fill out the survey. Meetings are scheduled December 6, from Noon-7pm, using the survey, their "swat analysis," and building a comprehensive plan. Will impact GPL's strategic plan.
- 4. Copier leases:** Painter could not get two bids on two patron printers. Cost increase on proposed contract from \$83.57 to \$88. Motion to accept the proposed 63-month contract for the copier lease was made by George, 2<sup>nd</sup> by Duran. Motion passed.
- 5. Update to Operations Manual:** Five hours comp time on Saturdays instead of four. Have employees sign additional "At Will" document. Painter also mentioned closing the library earlier on Homecoming. Board had no objections. Motion to accept updates to GPL's Operations Manual made by Hines, 2<sup>nd</sup> by Duran. Motion passed.
- 6. Iowa Library Trustees Handbook—Chapter 6:** A brief discussion followed regarding policies for pandemics/masks. Painter explained this was more procedure than policy. She will look to see if other libraries are developing those kinds of policies. Painter will put this item on next month's agenda under New Business.

## **Questions and Comments:** None

There being no further business to come before the board, a motion to adjourn was made by George, 2<sup>nd</sup> by Hines. Motion carried. Meeting adjourned at 6:06 pm.

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Debra Hines, Secretary

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Bob Wray, President

