

Glenwood Public Library Board of Trustees Meeting

December 4, 2024

The GPL Board of Trustees meeting was called to order by President Wilson at **5:32** PM. Present and attending in person were Kate Wilson, Barbara Taenzler, Dave Stickrod, Rachel Rodenburg, 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 Wilson and second by Stickrod. All ayes. Motion carried.

Correspondence: None

Director's Report:

- Painter informed the board the Youth Librarian position has been filled and that she was previously at Northeast Elementary. She has a lot of new ideas that she is bringing to the position.
- Painter noted the Lions Club annual donation for large print books. She is going to use some of it for Summer Reading and will meet with the Club in January to get the OK from them.
- Painter participated in interviews for the new City Administrator.
- Painter reported that Pinnacle Construction came to do some additional caulking to prevent dripping. Come Spring she will evaluate effectiveness. Pinnacle will also come back to finish drain pipes.
- Painter updated the board on the roof inspection search. Only one vendor has gotten back to her, and it is a local vendor who the City recommended. She did reach out to the company who performed the roof repair back in 2011.

Committees and Reports:

- Friends Report
 - Bank account is now established for Friends of the Library.
 - Wilson to post on her social media to attract new members.
- Foundation Report
 - Painter noted they are planning on meeting this week or next week.
 - Painter said she is ready to go on drapes as soon as permission is granted from Foundation.

Old Business:

- Ramp
 - Painter said that the caulk work has been done and at this point they are just waiting on correcting the drain pipes.
 - Wilson inquired about trimming the rose bushes to the correct height.

- Circulation Desk
 - Painter announced they plan on getting two desks at two different sizes, two mobile pedestals, two OPAC stations, and four chairs. Spent under the \$27,000 amount that was permitted for the project.

New Business:

- 2025 Board Meeting Dates
 - January 1 meeting moved to January 8 due to Holiday. All other board meetings will take place on the first Wednesday of the month.
 - Motion made by Stickrod to approve board meeting dates for 2025 and second by Wilson.
- 2025 Holidays
 - Painter to check with the City to see what they are doing for the Wednesday before Thanksgiving.
 - Motion made by Stickrod to approve 2025 Holiday closures pending the result of Painter inquiring with the City for Wednesday before Thanksgiving and Taenzler second.
- January Staff Day
 - Painter would like to do the annual safety training that is required by the City and other educational matters on Martin Luther King Jr day.
 - Motion made by Taenzler to approve the January 2025 staff day and Rodenburg second.
- Public Relations Policy review
 - Painter noted that the big change here was to not include the newsletter because of it being time consuming and not as effective as other means of distribution. She and the staff believe the posts on Facebook and the article in the newspaper cover this.
 - Motion made by Rodenburg to approve the updated public relations policy and second by Taenzler.
- Behavior Policy review
 - The board discussed the Wednesday early outs and how the policy affects those days. Wilson suggested signage that pointed out incorrect behaviors and Painter noted that there are Rules signs displayed in the Children's department. Painter said there are rules accessible upstairs but there have not been any behavior issues occurring on the computers except when they occasionally have a noise issue. Wilson asked about blockers on the computers and Painter said there is a firewall in place for all computers.
 - Motion made by Taenzler to approve the updated behavior policy and second by Wilson.
- Budget Committee
 - Painter's suggestion due to no increase in budget next year is to bypass having a budget committee that includes board members and herself and instead just have Painter, the board President and the interim Administrator meet to work it out. After that meeting, they will present the outcomes to the board for a discussion and vote. The board unanimously

agreed with this suggestion.

- Library Improvement/Goals
 - Wilson commented that it is safe to say that the probation period that was put in place is now gone. She does think it will be a good idea to keep a goal in mind to continuously monitor for library improvement.
 - Painter said that her main focus right now on improvement is marketing engagement.
 - Painter would like to see the outreach on social media gain more numbers. Rodenburg asked if there is a tool to measure engagement each month to where we can see if it is improving month to month. Painter said that they can utilize Facebook business suite to track activity. She is not super familiar with it but that is one of the things she would like to work on to familiarize herself with the data presented and available.
 - The board discussed incorporating more video content on social media posts. This includes video of events that the library puts on along with staff curated content for promoting the library.
 - New Staff
 - Wilson asked about how the transition is going with a lot of new staff this year and Painter says everything is going great with this current group. Staff morale seems to be on the rise with exercises that support relationship building and less conflict.
 - Part time position is still open, and applications close on Friday 12/6.
- Board Training – Board reviewed Chapters 1 and 2 of the Trustee Handbook.

Questions and Comments:

Adjournment

- There being no further business to come before the board, a motion to adjourn was made by Wilson, second by Rodenburg. All ayes. Motion carried. Meeting adjourned at **6:18** p.m.

• Rachel Rodenburg, Secretary

Kate Wilson, President