

Glenwood Public Library Board of Trustees Meeting

April 6, 2022

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

There were no guests.

Consent Agenda: Motion to approve the consent agenda was made by Duran, 2nd by Thrane. Ayes: Wray, Thrane, Duran, George, and Hines. Nays 0.

Correspondence: The Lion's Club donated \$2000 for Summer Reading Program.

Director's Report: As written. Painter apologized. She missed the E-Rates deadline. The library has the budget to cover that. She's received 9 applications for the Genealogist/Cataloger position.

Friends want to operate a bookstore in the library. Members would be responsible for staffing and operation.

Library received \$5000 reimbursement for the security cameras.

Painter signed Inter-Library agreement.

Problem with janitor's sink in the basement. Public Works looked at it and it's more than they can handle. Painter will call Stouder to come look at it.

Painter and "Sam" attended the Youth Mental Health First Aid Seminar.

Committees and Reports:

Friends Report: Salad Luncheon tickets are on sale. Painter didn't have the date handy.

Foundation Report: George reported the Foundation has not met.

Old Business:

- 1. Library Re-opening—water fountains:** Staff requesting water fountains be turned on but provide cups. If board has no objection that's what library will do moving forward.
- 2. Budget:** Library was given every line item amount asked for. Not salary, but the library received 7.5% instead of 5% like the rest of the city. Painter would like the Budget Committee to meet because there is no plan for disbursing that money among the staff.

New Business:

- 1. Notary Public requests:** Library frequently gets requests for a notary. Previous Adult Services librarian wasn't willing to take that on but present A.S. librarian, John Butler is willing. to serve as a notary. Painter is requesting the library pay for his license, the course, and his materials, i.e., his seal. He would be required to provide those service at the library and nowhere else, and he would not be allowed to charge for those. It would be a library service provide by GPL's Adult Services librarian. There are clear guidelines for providing notary service. Duran recently became a notary in Iowa and offered her assistance if needed. After some discussion, George recommended that John take the course. George is a notary for the city of Malvern, and thought the course was very informative, thorough, and beneficial. For \$110 you get everything you need. Painter will develop a policy and have it ready for the board at next month's meeting.
- 2. Digitization Project:** With the donation from Mr. Martindale the library would have enough money to fund this project. The newspapers would have to be scanned all over again, but the library would own them. The biggest expense is re-microfilming them. Microfilm preserves newspapers better than digital. It would create a Mills County Newspaper page. Painter asked the board's permission to spend the donated money on digitization. The money is handled by the Foundation. After some discussion, motion to approve the Advantage Preservation quote to whatever it adds up to, just under \$25,000, was made by George, 2nd by Duran. Ayes: Wray, Thrane, Duran, George, and Hines. Nays 0.
- 3. Storywalk:** Library did not get the grant, but it would be an excellent project for the next Foundation fundraiser, and would benefit the whole community. Painter requested permission by the board. The entire cost would be about \$12,500. Motion by George for Storywalk to be the next Foundation fundraiser, 2nd by Hines. Ayes: Wray, Thrane, Duran, George, and Hines. Nays 0.
- 4. Special Collection Policy Review:** Painter added under line item 8 that the library does color copies, so it specifies black & white copies are \$.15, color copies are \$.20. Motion by Duran to accept the revised Special Collection Policy, 2nd by Thrane. Ayes: Wray, Thrane, Duran, George, and Hines. Nays 0.
- 5. Circulation Policy review:** Painter wants to run the changes by the staff one more time. The board will vote on changes next month.
- 6. Iowa Library Trustees Handbook— Chapter 8:** Should be Chapter 7. Revised by the President. Strategic Planning. City is still conducting their community survey, and the library can't do anything until they get that survey. Once the library gets the results, they can do a focus group. Painter said library still has time, accreditation is good through 2022. Hopefully she'll get the survey results soon. She expected to have them before now.

Questions and Comments: Painter wanted to clarify standards for library accreditation:

1. Address community needs based on community data, (survey),
2. Contain a Mission Statement
3. Include Goals and Measurable Objectives.

Those are the standards the state library will be looking at.

Chairman Wray requested the board get the agenda the night before the meeting. Painter agreed to do that.

There being no further business to come before the board, a motion to adjourn was made by Thrane, 2nd by Duran. Motion carried. Meeting adjourned at 6:06 pm.

Debra Hines, Secretary

Bob Wray, President