

## Glenwood Public Library Board of Trustees Meeting

December 6, 2023

The GPL Board of Trustees meeting was called to order by President Wray at 5:37 p.m. Present and attending in person were Painter, Wray, Hines, Wilson, and George. Duran attended via Zoom.

**Introduction of Guests:** There were no guests present.

**Consent Agenda:** Motion to accept and approve the consent agenda as presented, was made by Duran, 2<sup>nd</sup> by George. All ayes. Motion carried.

**Correspondence:** Thank you note was received from Holy Name Church school.

**Director's Report:** As written. Painter reported Amber hasn't raised any issues regarding FY 2024/2025 Budget. Library staff is getting used to the city's Lag Pay system. Beginning in January the library will be using new scheduling software requiring staff to clock in and clock out.

### **Committees and Reports:**

**Friends Report:** Friends decorated the library and voted in new officers.

**Foundation Report:** Foundation held their annual Beer and Cheese fundraiser and raised \$3,000. George reported less money was raised this year possibly because there was no live auction, and the event was held on Veteran's Day weekend. Foundation board president, Ben Smithers, resigned. Joe George is the Foundation board's new president. The Foundation wants to schedule an open house.

### **Old Business:**

**Basement Flooding/Revitalization Update:** Insurance paid \$66,000 instead of the expected \$40,000. Pinnacle is the only company that submitted a bid. After discussing the merits of repairing the ramp versus installing an elevator, it was decided Painter will check with Pinnacle on getting an accurate bid on installing an elevator before moving forward on repairing the ramp.

### **New Business:**

- 1. Vestibule Damage:** Amber is getting bids.
- 2. Director Comp Time:** Painter requested she be treated like other city department heads regarding comp time. Motion was made by George to apply the hours and procedure of comp time specified in City Resolution 3408 to Painter as department head. 2<sup>nd</sup> by Wilson. Roll call vote: George, Aye. Duran, Aye. Wilson, Aye. Hines, Aye. Wray, Aye. Motion carried.
- 3. 2024 Holiday Closures:** Motion was made by Wilson to approve the holiday closures for 2024, 2<sup>nd</sup> by George. All ayes. Motion carried.
- 4. Children's Department Open House:** The Foundation is requesting to hold an Open House for the Children's Department, March 14, 2024, from 5:00 - 7:00

pm. Painter has told the city the baseboards need to be installed before then. Motion to approve the Children's Department Open House on March 14 was made by Hines, 2<sup>nd</sup> by Wray. All ayes. Motion carried.

5. **Mills County Community Grant:** The application deadline is February 1, 2024. Painter had been planning to use the grant funds for a new circulation desk, but after the discussion on installing the elevator the grant funds would go for that first. Painter wanted to make sure the board agrees on her applying for either the desk or the elevator.
6. **Iowa Library Trustees Handbook – Chapter 6. Developing and Adopting Policies.** Iowa libraries are required to have four policies. GPL has twenty policies. Policies should support the library's mission, purpose, and are to be reviewed every 3 years.
7. **Internet and Computer Use Policy Update:** Motion to approve the policy's updates was made by George, 2<sup>nd</sup> by Duran. All ayes. Motion carried.
8. **Library Card Registration Policy Update:** Motion to approve the policy's updates made by Hines, 2<sup>nd</sup> by Wilson. All ayes. Motion carried.
9. **Disaster Plan Update:** Motion to approve the plan's updates made by Wilson, 2<sup>nd</sup> by George. All ayes. Motion carried.
10. **Staff Day 2024:** Motion to approve closing the library for staff day on Monday, January 15, 2024, was made by Hines, 2<sup>nd</sup> by Duran. All ayes. Motion carried.
11. **PLA 2024:** Will be held in Columbus, Ohio in April. Painter would like to attend. Still have \$1100 in the training budget. After discussion a motion was made by George to approve \$1200 for Painter's expenditures to attend PLA, 2<sup>nd</sup> by Wilson. Roll Call Vote: George, Aye. Wray, Aye. Wilson, Aye. Duran, Aye. Hines, Aye. Motion carried.

**Questions and Comments:** George announced this is his last meeting. He will officially resign from the board on December 28, when he sells his house. This is also Duran's last meeting as she was elected to City Council. Painter pointed out that all remaining board members can't miss a meeting or there won't be a quorum and no decisions can be made.

There being no further business to come before the board, a motion to adjourn was made by George, 2<sup>nd</sup> by Wilson. All ayes. Motion carried. Meeting adjourned at 6:36 pm.

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Debra Hines, Secretary

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Bob Wray, President