

Glenwood Public Library Board of Trustees Meeting

October 2, 2024

The GPL Board of Trustees meeting was called to order by President Wilson at 5:30 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 Taenzler and 2nd by Wilson. All ayes. Motion carried.

Correspondence: Reviewed thank you note from the YMCA.

Director's Report:

- Painter disclosed the library received a painting from the Donald Jackson family. She wonders if we could tie in the opening of the new children's department and the unveiling of the new painting while educating the public about what Donald Jackson did as a local scholar.
- Painter brought up that the City is looking at putting the whole city on the same contract for copier/printer. Library contract is expiring in late 2026. This is expected to result in some savings.
- Painter pointed out that the donation count only has \$4,500 left. Budget only has \$1,000 left but she usually spends more and then gets a budget adjustment. Normally that is what she would like to be spending next summer on summer reading. If she keeps spending, then she will not have enough for that so she plans on rolling back spending pretty dramatically and see if they can get things donated that the Library would normally buy.
- Wilson brought up the 9/25 early out incident after she discovered the Library being mentioned all over social media. She asked Painter if she could message the board the next time a controversial incident occurs at the Library so they could be made aware ahead of time. Painter noted that she will be at a Library Association Conference for the next Wednesday early out. New part-time employee is licensed in counseling for children so she has a grip on these types of situations. With the new hire, staff is now full. Last Wednesday there were 90 kids and the week before that there were 105. The ones before that were just around 60 which are much more manageable. Stations have been put in place where staff stands to monitor all entrances to the Library to manage the rush. Rodenburg asked about an interior ramp camera and Painter answered that camera is planning on being installed with the new camera order. The 9/25 incident occurred by the air conditioner where there is currently not a camera but is also a part of the new order.

Committees and Reports:

- Friends Report
 - Wilson reported they are still working with Foundation. Ongoing discussions regarding book sales and possibly incorporating Facebook to try to get more reach and higher sales.
- Foundation Report
 - No fundraiser took place because the location site sold right before the event was to occur. New fundraiser to take place possibly in the Spring on the square.

Old Business:

- Vestibule
 - Painter noted the only thing that is left to be done is the exterior handicap button. They did fix exterior ramp handicap button.
- Ramp
 - Painter said they are waiting on completion of soil work and capping old white pipe that is eroding the soil. The board discussed how to best clean up the interior ramp area. Ideas included the need to power wash the walls and try to incorporate an interactive wall that children could possibly sign in chalk. Painter would like the board to consider next what to do about the existing mural inside the ramp. Wilson suggested reaching out to the high school Art Club to put together some designs for consideration.

New Business:

- Homecoming Hours
 - Painter said the Operations manual states that all employees have to be at the Library at 8:30 am on Homecoming Day. Staff do not start their shifts until 9:00 am now. That was back when the Library closed at 5:30 and now they close at 6:00 pm. Painter said that Board needs to vote to approve staff to come in at 9:00 am.
 - Wilson motions for 9:00 am starting hours on Homecoming and Taenzler second. All eyes none opposed.
- Privacy and Confidentiality Policy Review
 - Wilson asked where this came from and Painter said the Library gets the legal advice from the State Library of Iowa. Once policies were written and received by the Library then it gets sent to the City Attorney for approval.
 - Painter said that we are not following the ALA guidelines as strictly as they wish we would. As far as ALA is concerned, at infancy you have the right to privacy of what you check out. It is not practical reality for us if a kid has a book missing to not disclose to the parent what book is missing. We will give the information if it is needed, we are not going to voluntarily hand it to the parent. Each situation is on a book-by-book basis. Painter says the Library falls somewhere on the middle ground as far as what the library best practice is. She notes there was one incident where the

Library thought the mother signed a child up for books but it was an aunt. The mother ended up coming in angry that her children were issued library cards.

- Stickrod motioned to approve the updated privacy and confidentiality policy and Rodenburg second. All ayes none opposed.
- Wednesday Closing Hours
 - Painter passed out handouts that tracked the hours from 6:00-7:00 on Mondays and Wednesdays (days where the closing occurs at 7) since the beginning of the fiscal year. Painter wanted to obtain the numbers to show that both days do not need to be open until 7. She does not love the idea of shortening service hours, but it is physically stressful to manage 90-100 kids on early out Wednesdays. The accreditation standards states that you have to have one evening hour per week and that evening hour is 6:00 pm which is met by the Library every weekday. Keeping the extra hour on Monday is more than is required. Wilson asks if shortening the Wednesday hours would interfere with the Board meetings and Painter responded that as long as we leave the door unlocked, the meetings can stay the same. Proposal is to keep the 7:00 pm close on Monday and roll back Wednesday to 6:00 pm close.
 - Taenzler motions to change the Wednesday closing hour form 7:00 pm to 6:00 pm and Wilson seconds. All ayes none opposed.
- Survey Results
 - Board reviewed annual survey results from the public. Nothing of concern was mentioned and overall, the feedback was positive from patrons.
- Board Calendar
 - Painter discussed the accreditation standards that are mentioned on the calendar where she wants to make sure those are completed in a timely manner.
 - Painter asked permission to find a few companies to check on roof and gutters once every six months for insurance purposes. Public works used to perform this service and they will no longer provide that. The board granted Painter permission.
- ARPA
 - Rodenburg inquired the status of funds and Painter confirmed that the Library received all the funds that were requested.
- Board Training – Basically Incredible Boards

Questions and Comments:

Adjournment

- There being no further business to come before the board, a motion to adjourn was made by Rodenburg, 2nd by Wilson. All ayes. Motion carried. Meeting adjourned at 6:31 p.m.

- Rachel Rodenburg, Secretary

Kate Wilson, President