

Glenwood Public Library Board of Trustees Meeting

November 6, 2024

The GPL Board of Trustees meeting was called to order by President Wilson at 5:31 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 – Stickrod wanted to recognize and congratulate Painter for her Quality Time Award from the Iowa Library Association. Motion to accept and approve the consent agenda as presented was made by Wilson and 2nd by Rodenburg. All ayes. Motion carried.

Correspondence:

- Painter presented Sam's resignation letter from her position as the Youth Librarian and Joe George's board resignation letter.
- Wilson added feedback regarding the turnaround time for application rejections. Painter shared that at the last conference she attended she went to a session on best hiring practices. One of the pieces of advice shared was to send rejection letters out right away to candidates that were not going to be selected for an interview. She is also shortening the time spent advertising in the newspaper from four weeks to three weeks. She will also be shifting to e-mail rather than snail mail for correspondence.
- Wilson inquired about any previous applicants that might be interested in the children's librarian position that would help add more candidates to the opening. Painter will look into it.

Director's Report:

- Wilson asked for more details regarding Painter's recent award. Painter explained her award stems from the youth division. She has been reaching out to different librarians regarding the handling of the early out and seeking to find solutions and her efforts to resolve that issue led to her nomination.
- Painter attended a space planning workshop in Altoona. The focus was on adult services marketing. Making changes including a weeding process with the forward-facing books on the shelf. The whole point is to make it easier for patrons to find books they want. Painter will map it out first before making the space changes.
- Wilson commented on how she liked the placement of the new books. Taenzler complained about the volume of new books being displayed. She has noticed books being there for several months. Painter said they are working on the longest period for books to stay there is six months.
- Author visit approaching in November with a lot of positive feedback. The author used to work at the library and a lot of people enjoyed her.
- City Council will not be changing health insurance this year due to the new City Administrator position.
- Painter and the board have received no complaints so far on the earlier closing

hour on Wednesdays.

Committees and Reports:

- Friends Report
 - Wilson reported nothing new. She is concerned about not having a Friends account set up yet with planning for summer. Painter said she will reach out to Joe George to see what they need to do to get that established. Wilson would like to designate one Saturday a month having used books for sale in the library.
- Foundation Report
 - They have not met.

Old Business:

- Vestibule
 - Vestibule is officially completed.
- Ramp
 - Ramp is still in process. Need to seal across the bottom due to water coming in.
- Roof Inspection
 - Painter is looking for a company to inspect the roof every three months. She has two vendors that she plans on reaching out to. She is worried because when the City had damage to their roof the insurance company told them they would not cover it because no one had been there to inspect the roof for more than six months. Wilson suggested contacting other public buildings to see if they have a vendor that comes out for routine roof inspections.

New Business:

- Annual Reports to the State Library
 - Data used for library accreditation.
 - Painter wanted to mention that everyone's accreditation is being delayed by one year (2026) due to the person in charge of that retiring.
 - Spending is down on books. Painter noted that the prior year brought in a lot more memorial donations from larger donors that increased their book budget.
 - Painter pointed out that Hoopla checkouts are not being reported. Bridges only reported on total e-book checkout. Wilson asked if Hoopla was what the library is spending a lot on and Painter said that this is mostly where all the money is going for digital items. She is going to call someone to see what they can do about this since the report does not reflect what they are spending on e-Library services. Wilson asked if the budget for the service is still within limits this year and Painter said they have adjusted to align more with the budget. Bridges has a long wait-time for books, but Hoopla does not have a waiting line if a patron wanted to

check out a book. Hoopla has a limit of five items per month compared to Bridges which limits to five items per checkout. Painter will be creating a spreadsheet that illustrates the Hoopla usage.

- Copiers/Printers
 - Painter said the conversation is on hold until third bid is received and reviewed. Motion to approve will be on hold until the next meeting.
- Circulation Desk
 - Painter presented two options to the Board. She explained her reasons behind going with the LFI bid with the most obvious reason being the considerable cost savings. She also believes LFI is more modular and allows greater flexibility for change as things evolve over time. She would like to see approval for the LFI bid up to \$25,000-27,000. Between leftover insurance money, funds from the City and the grant from Mills County there is enough there to cover that bid range. Painter emphasized they need to move forward quickly with this since the city and county funds need to be spent before the end of the year. She does not think there will be a need for the Foundation to provide additional funding for this project. Wilson would like to keep all expenses including the installation under \$27,000.
 - Motion to approve LFI bid for the circulation desk made by Taenzler and second by Wilson. All ayes. Motion carried.
- Flex Time
 - State of Iowa now has procedures to allow for flex time for government employees if you state in the job description why it's necessary. Different than comp time which is time and a half. Flex time = 1:1. Wilson is ok with looking into this further as long as there is some sort of documentation in place. Painter noted that time sheets are currently paper structure which is a system that was put in place by the City. Flex time for full-time employees only. Painter to check with City Hall to see if this is permitted.
- Board Training – Basically Incredible Boards
 - Next session one chapter of the manual at the end of the board meeting.

Questions and Comments:

Adjournment

- There being no further business to come before the board, a motion to adjourn was made by Stickrod, 2nd by Taenzler. All ayes. Motion carried. Meeting adjourned at 6:18 p.m.

• Rachel Rodenburg, Secretary

Kate Wilson, President