

Glenwood Public Library Board of Trustees Meeting

July 5, 2023

The GPL Board of Trustees meeting was called to order by Chairman Wray at 5:30 p.m. Present and attending in person were Painter, George, Wilson, and Hines. Wray and Duran attended via Zoom.

Introduction of Guests: There were no guests present. New trustee, Kate Wilson, was introduced.

Consent Agenda: Motion to amend the consent agenda to include the election of officers, minus approval of the minutes for September 7, 2022, was made by George, 2nd by Wilson. All ayes. Motion carried. George announced he will be moving out of Glenwood and stepping down from the board. New board member needs to be a younger male. Painter reviewed the board packet to include new board member Wilson.

Correspondence: No correspondence

Director's Report: As written. Painter reported the summer is going great. The teens are turning in their logs, and they broke another record.

Committees and Reports:

Friends Report: No report.

Foundation Report: No report. Needs to meet.

Old Business:

- 1. Basement Flooding/Revitalization Update:** With the last big rain the library got water in the ramp, but not in the building. Painter received bid from Pinnacle, city wants two more bids if possible. Joe will contact four or five other companies. Wray suggested the board get a couple more bids by the next meeting. Trim is on order.

New Business:

- 1. Director Evaluation Committee:** George and Hines received all the evaluations for the last fiscal year. All the areas were marked as either "Exceeds Expectations" or "Greatly Exceeds Expectations." There was one area that was marked by one individual as "Improvement Required." Overall, the evaluations reflected that Painter handled both Covid and the damage to the basement very well. The board believes Painter is doing very well with the budget, being diligent and staying within the library's means as well as advocating for the library with the city when funds are needed. Painter goes above and beyond regarding training opportunities both for the staff and the board, as well as keeping up with what's going on in the library world. Painter has the ability find out and identify programming for the library, find staff and build them up. Board feels Painter does

a great job of staying up to date on library knowledge, and finding out the answers when she doesn't know them.

2. **Library Director Job Description Review:** Painter reviews job descriptions when evaluating staff. Library Director's job description looked fine except Painter questioned the duty of the director cataloging all purchased materials. She handles everything, but she doesn't catalog them all. Perhaps If a phrase is added, i.e. "is responsible for supervising all cataloging decisions." Painter will try and write up something along those lines and put it on the agenda for the next meeting under Old Business.
3. **Library Ordinance:** New requirement from the state library is that the ordinance is to be reviewed once a year and it has been put on the board calendar for July.
4. **Review Board of Trustee's Calendar:** Done.
5. **Retiring Board Member Honor Book:** Hines will write a thank you note to Jim Thrane on behalf of the board and bring it to the next meetng. Tara will order a book and the board will chip in and reimburse her.
6. **Election of Officers:** Motion by George to nominate a slate of candidates as follows: President: Wray, Vice-President: Duran, Secretary: Hines, 2nd by Wilson. Roll call vote: Ayes: Wray, George, Wilson, Hines, & Duran. Nays: 0
7. **Iowa Library Trustees Handbook – Chapter 1:** Great summary of Iowa code, changing the library ordinance, roll of the board, the director, the city, and library operations, and of particular interest, finding new trustees.

There being no further business to come before the board, a motion to adjourn was made by Duran, 2nd by Hines. All ayes. Motion carried. Meeting adjourned at 6:05.

Debra Hines, Secretary

Bob Wray, President