

Glenwood Public Library Board of Trustees Meeting

June 4, 2025

The GPL Board of Trustees meeting was called to order by President Wilson at 5:33 PM. Present and attending in person were Kate Wilson, Dave Stickrod, Rachel Rodenburg, Joe George and Tara Painter.

Introduction of Guests: None

Consent Agenda –Motion to accept and approve the consent agenda as presented was made by George and second by Stickrod. All ayes. Motion carried.

Correspondence: Painter's letter of resignation was presented to the board.

Director's Report:

- Painter rearranged the budget to keep Tech Serve IT support as she believes it is necessary for operations.
- Painter reported that the circulation desk is gone because the electrician had to remove the outlet before the new furniture arrives next week

Committees and Reports:

- Friends Report
 - Wilson detailed the Friends of the Library large book sale partnering with local businesses that will include coffee, music, etc taking place on the 28th.
 - Summer reading bags have arrived that the Friends ordered.
 - Summer wish lists have been fulfilled through direct donations from supporters.
- Foundation Report
 - No news.

Old Business:

- Circulation Desk
 - Painter mentioned in Directors report.

New Business:

- Director search update
 - George said the City does not have an account to use for Indeed so Library has to create their own account. He mentioned that maybe this expense could be covered by the Foundation. The City of Malvern used Indeed and it cost about \$500 throughout the course of two months.
 - Painter sent a job description to utilize in the job posting.
 - Wilson has been getting ideas from the Omaha Public Library for when they post job openings. They will also need to get in contact with the

- State library to post on their website.
- Rodenburg asked if the posting is ready to be publicized and George and Wilson reported they had everything they need. Painter said that for full-time positions it is resume-preferred.
- Rodenburg asked how the applications would be received and Painter said she would give George and Wilson access to the Library's email.
- Stickrod mentioned posting on Iowa Jobs through the Iowa Workforce.
- The board thanked Painter for her years of service at the Glenwood Public Library.
- Wilson brought up the need to fix the cracks in the back parking lot and re-caulking the sidewalk.
- Part time search update
 - Painter reported that the advertisement has been put out and she has received four applications. The staff has emphasized the need to fill this position as quickly as possible.
 - George said he believed that the job opening must be posted for fourteen days before closing.
 - Painter agreed to meet with Wilson and Stickrod to go over the part time hiring on the 14th.
- Budget
 - Painter rearranged budget items to keep part-time cleaning 3 days/week.
 - Monday, Wednesday (morning) and Friday contract cleaning raise to from \$53/hour to \$59/hour
 - Staff will cover the off days.
 - Painter noted she had to take money out of the book budget to accommodate this service.
- Library hours
 - Painter suggests a move to 10:00 am start on July 1. Tuesdays and Thursdays staff will be cleaning in the mornings and it allows the staff to take on other projects, such as cataloging, while the cleaners are in the building.
 - George asked if they would have to have this as a written policy and Painter said she didn't think so.
 - Painter said this puts the Library open to the public at 44.5 hours a week. The minimum hours for accreditation is 43.
 - George asked if Valerie will take over staff scheduling and Painter said she would and the staff have been advised to contact Wilson if any issues arise.
 - Rodenburg asked Painter if she would anticipate the public being upset about the new start time, especially in the summer months, and Painter responded that they will be upset.
 - George brought up a disgruntled patron was upset that volunteers were running the circulation desk and Painter confirmed that they do not allow for volunteers to run the circulation desk, especially for the privacy aspect. Wilson said that she would be willing to step in to assist this summer during staff shortages.

- Motion to approve the new Library hours to open at 10:00 AM to the public was made by George and second by Rodenburg.
- Strategic Plan
 - Painter said this was supposed to go through 2027 but if she were still here, she would start from the beginning. This is due to completing the two focus areas from redoing the children's department and revamping the library's marketing.
 - The State Library is now calling people to evaluate community needs to assist with the strategic planning process.
- Board Training – Strategic Plan

Questions and Comments:

- Wilson brought up the idea of the Friends group taking over the book memorial process to lessen the workload of the staff. Painter pointed out that the Foundation was in charge of this process before she was there. Wilson discussed cleaning up the memorial form to adjust prices of books and adding an option to donate directly to the summer reading program. Painter said that the donors like to have the name plate recognition. The board discussed possible strategies to showcase the recognition through other means that would benefit the library rather than just books.
- Painter noted that the Library is getting overwhelmed with donation books that patrons are bringing in. She said that a lot of these books get recycled because they are running out of room.
- The board discussed the need to approach the City about getting the Library on the city's mowing schedule instead of having to contract this service out.

Adjournment

- There being no further business to come before the board, a motion to adjourn was made by George second by Wilson. All ayes. Motion carried. Meeting adjourned at 6:30 p.m.

• Rachel Rodenburg, Secretary

Kate Wilson, President