

## **Glenwood Public Library Board of Trustees Meeting**

October 1, 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 Autumn Yosten.

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: None.

### Director's Report:

- Yosten explained she is content to use the laptop as her only computer. New PC can be allocated to another section of the library once technical issues are resolved.
- Yosten explained she was interviewed by the Opinion Tribune and the article will be featured in the Oct 8<sup>th</sup> newspaper. She notes that she would like to feature her staff in the first few articles.
- Yosten gave a tech update on computers and software as well as accessibility to security camera footage. She would like to look into modifying existing cleaning services.
- Yosten would like to explore the idea of revisiting library behavioral guidelines and basing the acceptable standard on visiting the library unaccompanied on grade level rather than age.
- Yosten asked who is currently mowing the grass at the Library and the Board informed her it was Buthe Turf. The library uses Matt Fuous for snow removal
- Yosten reported water seepage through the retaining wall and roof leaks during the hard September rains.
- Yosten reported that the backup battery that all phones and internet run through gave up on Monday, 9/29. She found an option for \$240 to approve purchase of backup battery. The board advised to use City Amazon's account to purchase.
- Yosten asked what the status on the new blinds were. George informed her that the Foundation agreed to pay for half. Yosten to get an updated quote since last quote was over a year ago.
- Yosten asked permission to use comp time for New Orleans trip in the Spring. The board did not have any issue with this.
- Misty from the State Library is visiting Yosten on Tuesday. She is also going to assist Yosten in completing the 10.31 report to the state.
- Yosten is attending the State Library's annual workshop later in October. She asked about recording travel time and mileage. The board instructed to submit

mileage report to give to city for reimbursement. Travel time will be treated as normal work time.

- Yosten to add CoverOne knock-off machine available on Amazon and glue sticks from Demco to the backup battery bill going to the City.
- Yosten to research policy on selling books in circulation.
- Yosten's intention is to reorganize upstairs
  - Move large print to circulation
  - Inspiration weeded and moved where large print goes
  - Science fiction to merge with Adult Fiction
  - Young Adult will have entire room to itself to shift some things from downstairs to upstairs

#### Committees and Reports:

- Friends Report
  - Wilson said the Friends met via Zoom meeting. Friends open house planned for Friday October 24<sup>th</sup>. Planning on setting up a table at the Library to get new members. There is \$10,992 in the bank account as of 10.1.
- Foundation Report
  - Nothing new to report.

#### Old Business: None.

#### New Business:

- First Two Weeks for Autumn
  - Yosten reports that things are going well.
- Library Director Job Description
  - Edits or thoughts on format of the job description update
  - Wilson went through and made edits.
    - Motion to amend description made by George and second by Rodenburg. All ayes. None opposed. Motion carried.
- Library Director Evaluation Document
  - Edits or thoughts on the format of the updated library director document
  - Wilson removed comment boxes to shorten.
- Continuing Education: Chapter 9 Board Relationships with Director, Staff and City

#### Questions and Comments:

- George suggested Yosten read the city ordinance directed towards the Library.
- Cleaning
  - There is no current contract
  - \$60 upcharge for surface cleaning
  - Yosten to reach out to three different vendors to see other options
  - 3 days a week
  - Key change to take place after cleaning is decided on.
- Memorials
  - Wilson and Yosten to meet on the 24<sup>th</sup> to go over memorials received.

### **Adjournment**

- There being no further business to come before the board, a motion to adjourn was made by George second by Stickrod. All ayes. Motion carried. Meeting adjourned at 6:44 p.m.

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• Rachel Rodenburg, Secretary

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Kate Wilson, President