

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

April 30, 2025

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, Dave Stickrod, Rachel Rodenburg, Barb Taenzler, 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: None.

### Director's Report:

- Painter updated the Board on e-mail access and the Library is now set up on Microsoft
- Employees of the Library fixed the chalkboard before summer reading
- Library is going back to Northeast for the dog and pony show for summer reading
- George asked about damage to the ceiling tile in the men's restroom and Painter said that it was old.
- Wilson asked if e-mails would be changed and Painter said that staff will end up changing them but she has their business one that she can keep using that does not have to change.

### Committees and Reports:

- Friends Report
  - Friends want to order bags with the library's logo. Cost should be around \$300-400.
  - George to order separate checkbook for account.
  - Painter to print out Friends organization update e-mail that was sent out and post it in the Library for the public to see.
- Foundation Report
  - George said that group is trying to meet in mid May. They will focus on board recruitment and planning the Fall fundraiser.

### Old Business:

- Circulation Desk – No news.

### New Business:

- Update from State Library concerning IMLS funding
  - Painter commented that they are not being very proactive.
- Email transition
  - Employees will have access tomorrow

- Library FY2026 budget update
  - Painter will put together two different versions of the budget for next time
    - One where the cleaning services are kept and one where the cleaning services are removed.
  - Stickrod commented that he read about the Storm Lake library being cut \$37,000 and experiencing similar issues. Painter said that our library was cut \$72,000 which makes up 24.5% of the library's budget on a year where the City's revenue is going down 6.6%.
  - Taenzler asked Painter if she has made any decisions on the employees and Painter said that she will be having those conversations with them which brings us to the next topic.
- Operations Manual update
  - Job descriptions
    - Painter consolidated the job duties of the four current full-time positions down to two full-time positions because of the budget cut. Besides the Director, there will be two full-time positions: Librarian I and Librarian II. Librarian I will handle the adult services and genealogy and cataloging responsibilities. Genealogy will have to be on an appointment-basis now. Librarian II will handle the youth services and administrative assistant responsibilities. Painter will notify the four full-time employees of their job status tomorrow and the two employees who will have to be relieved of their jobs will have until June 30. Wilson asked what the responsibilities of the three part-time positions will be and Painter said their main job will be covering the circulation desk.
  - Hours of operation
    - Painter said she is looking at the hours of operation to be 43 hours. The current hours of operation are 48 hours and the minimum required is 41 hours for accreditation. The staff will arrive at 9 am and tend to tasks that they are unable to perform while open to the public. Doors will open to the public at 10 am. If the Library does not retain cleaning services, Painter believes they will need additional time closed to the public for the staff to address that. Painter is looking at scheduling for Saturday's and how to keep at least one full-time staff there each Saturday.
    - Rodenburg asked if Painter brought the issue of the cleaning services to the City Council and Painter said she did and the Council asked if they are using the services now to which Painter responded that they were. George voiced his concern with this issue as well with cutting staff and cleaning services. Painter said the council did not seem concerned. Painter also reinforced that the staff is adding more responsibilities to their plate without raises.
    - Taenzler commented that the lawn is looking bad. Painter said they are in talks with the Mormons to get a crew to come out and re-seed the area. Taenzler suggested that Friends should also

repaint the front. Painter said that was the last step in the capital improvement plan that costs about \$1,000 to get that done and that is accounted for in the building and grounds expenses to hire that out.

- Painter proposes a conditional hours of operation when the Library is short-staffed. If we are down to knowing there is going to only be one person in the Library at the start of the business day we don't open to the public except for curbside services. Someone is here to answer the phones and place books for curbside services. If the library is down to two people they come to work on normal time, take an early lunch, open the Library to the public at noon and stay open until six pm.
  - George made a motion to approve the conditional hours of operation and Wilson second. All ayes. Motion carried.
- Possible May 1, 2025 closure
  - Painter proposes closing the Library to the public tomorrow to give employees the option to go home after she has to inform them of their future job status with the Library. Rodenburg asked how the public would be informed of the closure and Painter said if the staff decide to close, she would follow the same procedure she does for snow closures.
  - Taenzler motions to approve the Library closure and Rodenburg second. All ayes. Motion carried.
- Board Training – Chapter 6: Developing and Adopting Policies

#### Questions and Comments:

#### **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 6:14 p.m.

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• Rachel Rodenburg, Secretary

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Kate Wilson, President