

Glenwood Public Library Board of Trustees Meeting

May 19, 2025

The GPL Board of Trustees special meeting was called to order by Vice President Stickrod at 5:05 p.m. 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 Taenzler. All ayes. Motion carried.

Committees and Reports:

- Friends
 - New members joined as a result of the Farmer's Market pop-up.
- Foundation Report

Old Business:

New Business:

- Discussion on employee resignation and decision to advertise position
 - Painter submitted to the board her letter of resignation on May 13. Her last day will be Wednesday, June 4.
 - Advertising: The board discussed various methods of advertising the position:
 - Indeed
 - Possibly utilize the City of Glenwood's account
 - Newspaper
 - Wilson asked what newspapers we plan on advertising the job position because she doesn't think the Opinion Tribune alone will draw enough qualified candidates.
 - State Library website
 - Stickrod asked if it would help to put an announcement out with more details to follow to get the word out. Painter said she thinks the expectation of posting on their website would be to have a link to access all material available for applying on our library's website.
 - Colleges
 - University of Nebraska-Omaha, University of Northern Iowa, University of Iowa, University of Nebraska-Lincoln
 - George suggests reaching out directly to the departmental contact of each program. He also believes that we should try to find a seasoned candidate rather than someone starting off fresh.

- Rodenburg emphasized the need to have the job posting out there sooner than later given that Painter's last day is 6/4. George said the expectation of tonight's meeting was to try to get everything together before posting the opening that includes the salary range, position requirements, where we want to advertise, etc. The board agrees that the position should be advertised by May 30.
- Establishing a "management" committee
 - George said him and Wilson discussed setting up a management committee that consists of only two members who are empowered to make decisions on behalf of the board in pursuing a candidate for the job.
 - Rodenburg suggested creating a collaborative Google Doc that board members can design and add to on their own time since many of the members are too busy to meet in person during such a short time frame. Painter said that they ran into issues with that before and it violates the sunshine laws. However, the sub-committee will be able to utilize e-mail and online collaboration.
 - Rodenburg asked if interviews need to be conducted by all board members or if they would be designated to the search/management committee only. Painter said there are not any rules, and it is just whatever the board is most comfortable with. In her experience getting hired, Painter's first interview was with two board members and her final interview took place with all members of the board. The board had narrowed it down to three candidates at that point.
 - Stickrod made a motion to establish a management committee consisting of George and Wilson, Rodenburg second.
- New Director Salary
 - Wilson makes a motion to have the new director salary range between \$50,000 - \$54,000 and Taenzler second.
 - In-Charge : Taenzler asked who will be in charge of the Library in the interim before a new Director is appointed.
 - Tara suggests Jeremy (librarian I) to be in charge of IT and Infrastructure and Valerie (librarian II) in charge of personnel. Since Saturday's are part-time only, either Jeremy or Valerie need to be designated to be available if the staff on-site were to need immediate assistance. Painter said this was rare during her time.
 - George asked Painter if she would recommend appointing an interim Director among the current staff and Painter said she would delegate responsibilities instead.
- Review job description
 - Painter suggests including the following roles in the Director job description:
 - IT duties and support for building equipment, staff and patrons
 - Marketing in-charge and supervision
 - Purchasing and Materials
 - The job description only mentions books. Director oversees all purchasing for the building.

- Painter brought up that it looks like they are having to cancel the Parea event as it stands right now because it takes a lot of man power to get the material ready in time for that program. Painter suggests introducing a silent reading program. She has not advertised the June calendar yet because she does not think the library can keep significant parts of the programs offered.
- Painter believes the Director will also need to be in charge of department programming for the library.
- Part time position
 - Painter said the staff have asked that Painter gets permission from the board to advertise the third part time position due to the expectation that the library is going to be short-staffed this summer.
 - Advertise part-time position at \$12.75/hour made by George and second by Stickrod. All ayes none opposed. George asked Painter if she does background checks and she responded that she does.
- Board Training – Hiring a new Director

Questions and Comments:

Adjournment

- There being no further business to come before the board, a motion to adjourn was made by George second by Taenzler. All ayes. Motion carried. Meeting adjourned at 5:51 p.m.

● Rachel Rodenburg, Secretary

Kate Wilson, President