

Webb Shadle Public Library Minutes

Location: Webb Shadle Public Library Board Room

Date: 3 Mar 2025

Time: 7:02 p.m.

Attendees: Julie Cowden (President), Eric Hoffman (Vice President), JoEllen Glick (Director), Jazmin Morrison, Abby Glann. *Absent: Nick Clark due to illness.*

1. **Call to order:** 7:01 pm
2. **Approve agenda:** Added Phone and Internet update to agenda. Hoffman motion to approve the amended agenda. Morrison 2nd. *Passed.*
3. **Community Comment:** none
4. **Approve January Minutes:** Morrison motion to approve January minutes. Hoffman 2nd. *Passed.*
5. **Treasurer's Report:** remaining balance \$25514.29
6. **Approve February Bills:**
 - The city pays \$25/hour for cleaning services, which is the rate at which they have been paying Celeste. Our agreement with Celeste and what was budgeted for was \$20 an hour. Money will need to be moved to cover the difference. Next year has accounted for that difference so we can continue to pay her at a rate of \$25/hour.
 - Hoffman motion to approve February bills. Morrison 2nd. *Passed.*
7. **Director's report:** Key Takeaways:
 - **Bridges** letter of agreement signed and approved Feb 4. That amount will come out in the next fiscal year's budget.
 - **State Library of Iowa:** Glick has renewed her director status with the state as of Feb 27 for three years (45 hours CE completed). Expires in February 2028.
 - Morrison is helping with planning the **Summer Reading Program**, as well as programming beyond those months.
 - \$450 to renew the **Adventure Pass**, which has been approved. This cost includes \$225 for a one-time set-up fee. Friends is covering half of the total amount. LocalHop is still being set up, so we do not have access yet, but the state has indicated we should soon.
 - Dr. Kylie Sloan and Carlisle Veterinary Clinic are **sponsoring \$300 for the Summer Reading pet show** and doing a presentation during it.

New Business:

- **City Council February update:** Clark attended. Our budget for the next fiscal year has been approved. We are getting new city signs.
- **Coffee with the Council:** Morrison has proposed dates for two different shifts and dates for meeting with city employees and city council. City Council prefers Wednesdays after 5:15; city employees prefer MTW at 10:30 am. No dates set yet. The plan is to use the time to sit and make personal connections with the visitors, possibly offer snacks or coffee. The key is to get them in the library, show them around, show them a little of why the library is important, and get to know them, as well. We need to make sure all the things that need action are taken care of (bookshelf removed, TV gone, excess put away, etc.). We are looking at scheduling the end of April to give them at least a month's notice. City Council members on April 30 at 6 o'clock on Wednesday so Youth Group would already be in session. April 29 at 10:30 am for city employees.

Morrison will follow up with Rachel to verify dates. Morrison and Hoffman will take 10:30 on 29th. Wednesday night Cowden and possibly Clark will host. If Clark can't do it, Glann will try to step in. Glann plans on helping to get the building ready for their visit.

- **Adventure Pass:** See director's report.
- **Budget has been approved.** Improvements line item now has \$1000 compared to the previously budgeted amount of \$1500. There's a new line item of \$1000 a year for computers. The goal is to buy two new computers each year. The total budget for next fiscal year is \$72940. There will be money in capital improvement to carry over each year to save for big needs. Rachel will send a final budget for us to look over, which will include the Swan contract money.
- **ALA Grant:** Morrison was notified last week that we (via Friends) got awarded a \$10,000 grant from ALA for the Neat Board. She is working with Neat and IronBow and they are trying really hard to get what we need at \$10000 down from the original quote of \$17000. A second gen system doesn't need as much extra equipment, so it should be feasible. The board is 50 inches, on cart that is mobile so it can be used all over the library. It can be connected to our other TV and has a tablet so it's easy for people to control. Morrison has accepted the grant on behalf of our Friends group. Morrison will take care of reporting back to ALA and is looking into what free virtual services the community can use like free counseling, athletic uses, etc. Any ideas of what she can look for are welcome in order to add as much as possible and get the most out of the board.

Old Business:

- **Digital Millennium Copyright Act (DMCA):** Hoffman has not heard back from Bob Stuyvesant with our city lawyer's opinion. Glann explained and suggested we go ahead, as it showed willingness to abide by the law. No criminal liability for us should a complaint come up, but a civil suit could still be possible. The cost to us is \$6 every 3 years. We need an official contact person, which we plan on making "the director" rather than a specific name so there's no need to update when/if a new director is ever needed. We would like to set download and upload limits via Deepfreeze to try to prevent abuse. We can always not renew the program if we find that it isn't beneficial. Motion to sign the DMCA by Hoffman. Second by Glann. Passed. Glann will go ahead with getting things signed.
- **Deep Freeze Update:** Morrison contacted the tech line and found out the instructions they sent were for the wrong program (cloud vs. what we purchased), so the install was not progressing like it should. Morrison is in the process of correcting everything and should be finished soon. Cowden got a quote on the antivirus Faronics recommended after Morrison was having a hard time with Deep Freeze installing. Cowden talked to Judy in sales and she said there is an antivirus that they sell that works hand in hand with DF. Some other antivirus programs think DF is a virus and fight it. Installation can work with those other antivirus programs, but must they be turned off, DF loaded, then antivirus turned back on. Faronics Antivirus Enterprise is \$21/computer/year, \$31.50/computer/2 year, \$42/computer/3 year. All computers had different antivirus programs on them. Windows Defender (already on all Windows computers) should have been sufficient with the addition of Deep Freeze. Morrison is going to ask if removing all the antivirus programs and using DF plus native Windows Defender safety is sufficient. In addition, Rachel at City Hall gave us the name of their IT guy who is inexpensive and can come over. Morrison said if it's going to be cheap, we may be better off having him help. Cowden and Morrison will get his rate so he's there for backup to help Morrison.

- **Marion County Board of Supervisors** funding for next fiscal year \$12080. This amount puts us back to where we were before our last funding amount. Marion County Library Coalition hopes to meet in April, in part to meet the new directors from Bussey, Pella, and Knoxville. Morrison and Katie from Pella chatted about making sure we're putting actions behind what was talked about in the Supervisors' meeting.
 - **Hoopla** is not coming back to rural residents at the \$95000. Morrison researched and sent Hoopla alternatives to Pella, as the coalition still needs to figure out a solution. The new Pella director did a good job in responding about what their plan may be in trying to figure out the Hoopla access issue. The libraries need to show that we're all actually using their money for rural residents and need to keep working together. They thought about applying for the Marion County grant together, but we explained that we use that for books so we cannot participate. It has also helped with programming and will be needed in the future. Friends likes helping with the fun things like programs rather than funding our materials purchases.
 - Whoever attends the next coalition meeting will bring up **having notes** taken whenever the group meets. There is a Marion Co Library Coalition Facebook page; go like and follow it, if you're on Facebook. Morrison brought up also setting up a Facebook group so active discussion can take place outside the meetings. The people (Roslyn and Mara) who wanted just one representative plus the director only at meetings, will no longer be participating so it can be discussed whether more board members can participate, or at least be allowed to passively listen.
 - **Contract for Swan:** We are giving them access to everything a Pleasantville resident would have access to. We need to list specifics in the contract. Swan City Council has agreed to \$12.50 per person.
- **Phone Update:**
 - Morrison met Windstream and the tech pointed out the line that ran to the library had been cut. They said they'd cover coming to bury a new one.
 - They came in to figure out what was needed to set up new internet service and there was confusion on the tickets submitted (there was duplicate) which caused delay. He was able to set up the internet despite the confusion.
 - The phone with Mediacom was through the internet so we can't stop Mediacom until Windstream can add our phone. They said we can't add it because we didn't have a notice already for forwarding and the change couldn't happen in one day (Mediacom disagreed). It was still pending in their system as of our meeting date. The tech's boss already approved it; the system apparently needed time to update.
 - Windstream ported the request for the phone change today (March 3) and they are looking into charges and they may waive or prorate their own or possibly help with the Mediacom ones. Morrison is waiting to hear back from Windstream on how they may help. We will have to physically move the internet cord from the Mediacom box to the Windstream box once the phone is ready.
 - Mediacom was able to help fix the duplicate phone number issue. There was something wrong with the main line, as well, and he fixed it.

- Cowden said the city is getting fiber optic internet. The square already has it and it's supposed to be run soon to city hall soon. Morrison will check with Windstream about fiber optics for the library as soon as it's available.

Next meeting:

- **Policies:** Review computer policy next meeting; Morrison and Cowden will look over what Glann prepared in August and tweak with hope of approving next meeting. Morrison is working on a social media policy. Morrison suggested setting up a spreadsheet in a Board Google Drive to track when policies are written and reviewed so we can strategically work through them on a regular basis. Hoffman mentioned that Earlham reviews one policy each month. We may consider doing this, as well.
- **Strategic Plan Review – (Documents sent in October and on Google Docs):** We need to make some additions and updates, like Glick working with the school to do Book Bingo with the Pleasantville Preschool. Look over the plan and make sure we've added what we've actually done vs. what was in the plan. Need to start the habit of keeping it updated as we go instead of needing to look back and fill it in when it's time to make a new one.
- **Trustee Manual: Review 6&7 for next meeting.**
- **To follow up on: Maintenance:** Toilet backed up again Jan 1. Had to be rootered again. RootX now sold on Amazon. \$62 every six months to be put in each toilet. Smoke detectors need replaced. Cowden is working with Glick to make it happen.

Adjourn Motion to adjourn made by Hoffman at 8:31 p.m. 2nd Glann. *Passed.*

+ **City Council Meeting** Tuesday, March 18 at 5:00. Glann scheduled to attend. April council meeting attendee is Hoffman.

Next meeting: Monday, March 24 at 7 p.m.

<p>City Council Meeting Duty <i>(3rd Tuesday of the month at 5:30 p.m.) (attempt to have each trustee take two meetings)</i></p> <ul style="list-style-type: none"> ● July: x ● August: Cowden ● September: x ● October: Morrison ● November: Glann ● December: Morrison ● January: Hoffman ● February: Clark ● March: Glann ● April: Hoffman ● May: Cowden ● June: 	<p>Trustee Training Hours 2024/25: <i>(5 hours minimum goal)</i></p> <ul style="list-style-type: none"> ● Cowden: 3.5 ● Hoffman: 1 ● Morrison: 6.5 ● Glann: 3.5 ● Clark: 2
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Webb Shadle Public Library
Board Expense Report

Feb / March 3, 2025

Line Item	Inv. #	Vendor Name	Details	Amount
Telephone		Mediacom		390.66
Utilities		City of Pville	Water (Feb)	54.24
Utilities		Mid American		
Other Contract Services		Elite Pest Control		40.00
Office Supplies		Amazon	Envelopes (100 pkg)	9.99
Programs		Amazon	Valentine Stickers (Accura)	11.99
Programs		Amazon	Fortune Cookies (Storytime)	13.99
Programs		Kohls	Pug Book & Stuffed animal	\$10.60
Library Materials	2038805028	Baker & Taylor	4 books	56.99
Library Materials	2038837873	Baker & Taylor	4 books	55.92
Library Materials	2038857351	Baker & Taylor	5 books	76.51
Library Materials	2038873296	Baker & Taylor	3 books	45.02
Janitorial		Celeste Hudspeth		125.00
Utilities		City of Pville	Water (March)	54.24

Approved by Board of Trustees: