

Webb Shadle Public Library

Agenda

Monday March 24, 2025 @ 7:00 pm

Call to order

Approve agenda

Community Comment

Approve Minutes from February meeting (held March, 3, 2025)

Approve current bills

Director's report/programming

Old Business:

- City of Swan contract - Julie (attached - Please review prior to meeting)
- Coffee with the Council - Tues 4/29 @ 10:30 Jazmin & Eric / Wed 4/30 @ 6:00 pm Julie & Nick

New Business:

- Any questions on updates from past agenda or notable items (will be placed under Directors report in future meetings)
- City Council March update – Glann
- Moving funds to cover cleaning and Mediacom
- Fax options - Sent to trustees on March 23rd
- New computer plans
- Floating holiday for Thanksgiving
- Review chapter 6 & 7 in the Trustee Handbook (Read before the meeting)

Items to remember for future:

- Next meeting review Policies: Circulation Policy - 6/8/22 - East Room Rental 6/1/21. Please review these policies prior to next month's meeting.
- Whofi update - Glann (April meeting)
- Strategic Plan Review – discussion on items completed to add to plan

Adjourn

+ City Council Meeting Tuesday April 15, 2025 at 5:30. Hoffman

Next meeting: should be Monday April 28th

Updates from Past agenda or notable items

- **Deep Freeze** - The update has been installed on all patron computers, with the admin panel accessible from the front desk computer. JoEllen and Jera have not yet been trained on its use. A basic schedule has been set up, but its functionality is still being monitored. Windows updates are scheduled for Thursdays. (Morrison)
- **Neat Board** : We have secured the \$10K grant and received an updated quote from Neat that fits within our budget. The quote is valid until April 11th, and I've requested an extension—Neat is reviewing the request. If an extension isn't granted, I've informed Vicki (Friends group) that we may need to cover any additional costs incurred between April 12th and the final order date. Per grant guidelines, we cannot purchase materials until after May 1st and our Community Conversations event, ensuring the investment aligns with community needs. (Morrison)
- **Mediacom/Windstream Internet**
 - **Mediacom:** Our discount is pending final approval, but we have been given a total bill estimate of \$400+ (JoEllen has the exact amount). Mediacom has confirmed that no further action is needed on our end. Since we stopped using their internet on February 28th and verified this with their tech team, they are issuing a credit. This leaves us responsible for \$399 for February and a partial bill of \$100+ for March.(Morrison)
 - **Windstream:** I coordinated with the commercial sales representative and secured a waiver for the first month's bill (\$107.00). Their customer support has been inconsistent due to international outsourcing. If you need to contact them, please refer to the email I forwarded for the best communication route.(Morrison)
- **Dead tree** - We have a dead tree on the East side of the building. Cowden will clean up what is on the ground as well as possible. Cowden contacted the city to ask if they could remove it and was notified it is too large for them to remove and that it is too close to power lines and the electronic sign. Cowden contacted Billy Morris for a quote. Will update at the next meeting.
- **DMCA** - Signed by Glann and Glick

