

Webb Shadle Public Library Minutes

Location: Webb Shadle Public Library Board Room

Date: 24 Mar 2025

Time: 7:00 p.m.

Attendees: Julie Cowden (President), Eric Hoffman (Vice President), JoEllen Glick (Director), Jazmin Morrison, Abby Glann, Nick Clark

1. **Call to order:** 7:04 p.m.
2. **Approve agenda:** Hoffman motion to approve the agenda. Morrison 2nd. *Passed.*
3. **Community Comment:** none
4. **Approve February Minutes:** Hoffman motion to approve February minutes. Clark 2nd. *Passed.*
5. **Treasurer's Report:** remaining balance \$20,217.979
6. **Approve March Bills:**
 - Hoffman motion to approve February bills. Morrison 2nd. *Passed.*
7. **Director's report**
8. **Updates:**
 - No antivirus necessary with **Deep Freeze**. (Morrison)
 - Morrison is working on **Neat Board** conference system grant. Has simple but interactive design. \$10,000 65 inch board with wall stand, tablet, touch screen, and TV; 3 year warranty. On wheels for mobility.
 - **Mediacom** is done. Money may be needed from improvements to pay for large last bill. They are giving us a credit for some of bill. (Morrison)
 - **Windstream:** Giving a credit of \$107 since wasn't set up on time. (Morrison)
 - **Dead tree** in yard. Billy Morris has been asked for quote (Cowden). Called city; will not take tree down. City worried about power lines and the signs. He will remove the dead tree for free.
 - **Grill** is being dropped off 25th. (Morrison)
 - Windows are being completed 26th. (Cowden)
 - DMCA is signed. Good for 3 years. (Glann)

New Business:

- Any questions on **updates from past agenda** or notable items will be placed under Directors report in future meetings: Cowden is trying to reduce meeting time.
- **City Council March update** – Glann. House bill question from council (it was still in committee at the time with no updates). Text my gov access will be checked on by Cowden.
- **Moving funds to cover cleaning and Mediacom.** Table until April. Motion at that time to move funds to cover both items.
- **Fax options** - Sent to trustees on March 23rd. Morrison: With switch from Mediacom inadvertently lost fax number. Number isn't published anywhere so no inconvenience is anticipated.
 - Contacted Windstream. Cost is \$30 through them.
 - Other option is faxing through internet-based programs, which have cheaper plans than Windstream. Humble fax is \$10 for unlimited faxes. SR Fax \$11.45 month for 200 pages per month sent and received. Any over that is \$.08 per

page. FaxPlus \$8.99 month for 60 pages. Hipaa compliant plan is \$79.99. Metrofax 11.95 for 550 pages per month. 10 cents each after that amount.

- Table for April and find out what other libraries and bank are using? How much are they charging? Investigate cheap scanner options for digital faxing to protect privacy. Consideration for whether our ability to fax is necessary. How many faxes are we sending? Glick thinks it's around 3 a month. The bank also faxes, but it also is important for the library to have options available. \$1 page is currently charged to patrons to fax.
- Glick will keep track of how many faxes are being sent and whether they are privacy sensitive.
- **New computer plans:** Morrison and Cowden discussed prior to meeting.
 - \$500 per computer budgeted for 2 computers (\$1000 total per year). Plan to update 2 computers a year going forward.
 - Cowden got a quote from the business the city uses when we bought our last ones. Prices were high so decided not to use and ordered from Amazon.
 - Considerations: Used most commonly for email, mild gaming, homework, etc. No storage needs. "Super" computer not needed; what we have works fine. Do we want a traditional tower or a microtower? Replace tower only or screens, too? Keep Windows based. Ideally, replacement is something reliable and we will replace monitors, as well, in order to avoid outdated driver issues with the graphics cards.
 - 3 computers will not handle Windows 11 in the fall.
 - Dollar General literacy grant that includes electronics due April 1. Morrison working with Friends to try to write. Grant amount up to \$2000.
 - Tabled. Proceeding with grant and research. Morrison developing list of options.
- **Floating holiday for Thanksgiving:** Cowden proposed Glick is given 6 hours floating holiday to use since the city has Thursday off at Thanksgiving which Glick already has off due to normal library week.
 - Tabled. School is closed Wed-Th-Fri. Glick is looking at traffic for two to three years of Wednesdays before Thanksgiving. Glick prefers part day vs floating hours.
- **Review chapter 6 & 7 in the Trustee Handbook.** Good policy is a process.
 - Review each every three years. Anticipate needs.
 - Glick mentioned we need an outreach policy. Glick will find something and bring it to the board.
 - Think ahead: look at other libraries to see what other policies they may have. Good examples to look at for policy development: Newton, Earlham, Prairie City.
 - Director will be source for new policy ideas.
 - For future strategic planning, consider inviting Mary Ann Mori to sit in again for advice. **Plan to review strategic plan at next meeting or May meeting.** List of activities for last year with numbers and feedback. Glann will experiment with putting the plan in a spreadsheet to better track what has happened, needs to happen, and what worked/didn't work.
 - Review issues with advertising for craft shows. Flyers? Cowden contacting Celeste to try to help.

Old Business:

- **City of Swan Contract:** Cowden verified that we are using the most appropriate wording in our contract by comparing with other cities and discussing with Mary Ann Mori. Verified that Swan will have access to all services we offer. Mayor Stacey Harding called to mention the upcoming

lawsuit over a resident violating city policy with his yard. The council and mayor are all up for their terms to expire on June 30, 2025. There are no replacements currently interested. The town may need to unincorporate due to no governing body. They aren't sure what their timeline is. Worst case scenario, the county will pay for the residents as rural residents. If the situation is not resolved by July 1, Swan will move forward with paying the contract. *Motion to approve contract and send it back to Swan by Clark. 2nd by Hoffman. Motion approved.*

- **Coffee with the Council:** Is a go.
 - Cowden, Morrison, and Glann will help get things prepped beforehand.
 - Cowden will make sure there are refreshments.
 - Members should take on tour, ask questions, give overview of what's going on at the library, like NEAT board grant.
 - Cowden and Morrison will develop talking points.
 - Tuesday, April 29th at 10:30 AM (Morrison and Hoffman)
 - Wednesday, April 30th at 6:00 PM (Julie + Clark)

Next meeting:

- **East Room:** Buy more dish cloths and towels. Someone needs to make sure room is clean for rentals. Expand east room policy. Subcommittee including Julie and Nick. Policy needs to be updated (was due June 1, 2024).
- **Policies:**
 - Spreadsheet is here to track policies:
<https://docs.google.com/spreadsheets/d/19ITmxJ8-v4mOP0noEB4qHsNGUnM1k8yhQzRiATgfKhl/edit?gid=0#gid=0>.
 - 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 **social media policy**.
 - **Circulation policy update:** Look and see if anything needs updated at April or May meeting.
- **Strategic Plan:** Review for next month.
 - 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.
 - Glann will create spreadsheet to try to improve tracking.
- **Trustee Manual:** nothing for April.

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

+ **City Council Meeting** Tuesday, April 15 at 5:00. Hoffman attending. Morrison will also be attendance for NEAT board presentation.

Next meeting: Monday, April 28 at 7 p.m.

City Council Meeting Duty <i>(3rd Tuesday of the month at 5:30 p.m.)</i> <i>(attempt to have each trustee take two meetings)</i> <ul style="list-style-type: none"> • July: x • August: <i>Cowden</i> • September: x • October: <i>Morrison</i> • November: <i>Glann</i> • December: <i>Morrison</i> • January: <i>Hoffman</i> • February: <i>Clark</i> • March: <i>Glann</i> • April: <i>Hoffman</i> • May: <i>Cowden</i> • June: 	Trustee Training Hours 2024/25: <i>(5 hours minimum goal)</i> <ul style="list-style-type: none"> • Cowden: 4.5 • Hoffman: 1.5 • Morrison: 7.5 • Glann: 4.5 • Clark: 3
---	--

Webb Shadle Public Library
Board Expense Report
March 24, 2025

Line Item	Inv. #	Vendor Name	Details	Amount
Telephone		Mediacom		
Janitorial		Celeste Hudspeth		125.00
Utilities		Mid American		440.80
Library Materials	2038910823	Baker and Taylor	41 books	204.86
Other Contract Servoces	6055	Forbes Office Solutions		163.50
Office Supplies		Amazon	Pens (2 sets of 60)	19.98
Office Supplies	Library Mail	Unites States Postal Service	Book Return to Marshalltown / SILO	6.53
Office Supplies		Walmart	Blue Binder	2.86
Programs		Dollar Tree	18 lego sets x 1.25	22.50
Maintenance		Dollar Tree	Window Cleaner (2) Floor Cleaner (2)	6.93
Petty Cash (programs)		Prize award	Lego Live Event 1=25.00 & 2= 15.00	40.00

Approved by Board of Trustees: