**Webb Shadle Public Library Minutes**

**Location:** Webb Shadle Public Library Board Room

**Date:** 28 Apr 2025

**Time:** 7:00 p.m.

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

1. **Call to order:** 7:02 p.m.
2. **Approve agenda:** Glann motion to approve the agenda. Clark 2nd. *Passed*.
3. **Community Comment:** None.
4. **Approve March Minutes:** Morrison motion to approve March minutes. Hoffman 2nd. *Passed.*
5. **Treasurer’s Report:** remaining balance$12,236.94
6. **Approve March Bills:**
   * Windstream is double due to it being two months’ bill.
   * Morrison is contacting **Windstream** about credit error to get the remainder of our credit applied to our next bill.

* Hoffman motion to approve March bills. Glann 2nd. *Passed.*

1. **Director’s report:** 
   * **Enrich Iowa** agreement will be available to directors in May to renew.
   * **DSM Register** up to date on payments. Glick contacted and they said we are paid up until July. $78 for 6 month subscription will be due in July.
   * **Electronic sign** access has been out and needs to be reconnected in order to access again to update. Media converter box needed. Glick is in contact with Daktronics for quote for service call, box, and tips coming. Bret Lyon works for Daktronics; Cowden contacting him to see if he can help.
   * **Printers** are working at front desk after Forbes service call. If router connected to printers, it doesn’t work with the door counter and vice versa. Forbes suggested an ethernet cord to directly connect the printer to router. There is an ethernet cable in the ceiling that may be useful if it is long enough. Glick is getting a quote on a new printer from Forbes. Hoffman will help Cowden see if existing ethernet cord can be used. Clark will also help drill holes in order to fish a cord into Glick’s office for printer access.
   * In May, Glick will attend the **Director’s Round Table** for CE credit.
   * Glick is suggesting Wednesday before **Thanksgiving** be a half day for Thanksgiving holiday. See New Business item.
   * Morrison and Glick went to Pleasantville school on Apr 17 to hand out bookmarks and postcards that explain **Beanstack** and **summer reading program** to students. Feedback was good. Morrison has video she will share on social media and has done a practice challenge for bookmark prize that runs until beginning of summer reading program. Morrison has built out the challenge parts to be used starting May 21 for summer reading program.
   * Glick will be on **vacation** June 13-18.
2. **Updates:**
   * **Text.gov:** Cowden spoke with Rachel at City Hall and she’s going to give Morrison access so we can use the texting service available to the city.
   * **Room rental revenue** is up; the East room is getting used a lot. Possibly discuss increasing fee by $5-10 in the future?
   * Morrison sent an email to request the **Marion County Library Coalition** plan to meet again soon to maintain progress made last year.

**New Business:**

* **City Council April update** – Morrison attended in lieu of Hoffman since she was going anyway to explain NEAT board grant.
* **Printers:** see Director’s report.
* **Moving funds to cover cleaning, Mediacom, and Part-Time.** 
  + **Over hours for part-time.** Glick needs $400 (32 hours) to cover remaining part-time hours until end of fiscal year. Issue arises when Glick is sick and needs time to get things done even when part-timers have covered her absence. Use of library has also increased. **Table to reevaluate in May.**
  + **Phone:** need $24.75. Missing credit should cover two months for new fax line until new fiscal year.
    - Motion to move $24.75 from improvements to telephone and communications made by Hoffman. 2nd by Clark. *Passed.*
  + **Janitorial**: $200 short by end of year because city paying her $5 more per hour due to their standing agreement with Celeste and due to her working more hours than agreed upon. Celeste is billing 2.5 hours every other week instead of 2. Celeste mentions the East room floor is regularly very dirty and needs to be cleaned more frequently otherwise there will be extra charges. See East Room policy for more detail.
    - Motion to move money from Improvements to cover $200 in Janitorial made by Hoffman. 2nd by Clark. *Passed.*
  + Motion by Glann to **create a contract** between library and Celeste for 25-26 fiscal year at $25 an hour. Cowden will talk with Celeste to figure out details. Morrison will create the contract. 2nd by Morrison. *Passed.*
  + **Office supplies:** Cake pan bags and book covers/laminate, postcards for Beanstack, shipping labels put over. Recommendation to vote on big orders prior to placing order. $80.13 over.
  + **Technology:** $357 over. (Investigate to determine why this ran over.)
  + **Motion to take $437.43** from Improvements and move $357 to Technology and $80.13 to Office Supplies made by Hoffman. 2nd by Morrison. *Passed.*
* **Handbook policy that covers director reporting hours bi-weekly.** Cowden and Rachel discussed Glick hours. Handbook states “director is a salaried part-time position regularly scheduled to work a minimum of 29 hours a week and up to and not equivalent to 32 hours per week” and auditor then insisted director report hours anyway in order to protect director’s time.
  + Motion to edit handbook to state “Director is a salaried part-time position regularly scheduled to work a minimum of 58 hours per two week period and up to but not equivalent to 64 hours per two week period.” made by Glann. 2nd Morrison. *Passed.*
  + Cowden will discuss other changes to the wording of the section with Rachel so compensation expectations are clear.
* **Review Policies**
  + **Circulation Policy** (6/8/22) Cowden looked at and recommends moving “Check Out Limits” to before “Loan Period.” Remove “Items may be renewed” line from “Loan Periods” since this information is repeated in “Renewals.” No mention currently about how members are notified of due items in the policy. Morrison suggests we put it in writing. Morrison, Glick, and Cowden will review and bring back ready for next meeting. **Table for May.**
  + **East Room Rental** (6/1/21) Cowden and Clark. Room needs to be better monitored for cleanliness prior and after use. Policy needs to be enforced better to keep users accountable. **Table for May.**
* **Director’s Raise for 2025/26**  – $38,193 increase to $39,340. (3% raise).
  + Motion to approve raise to $39,340 made by Hoffman. 2nd by Clark. *Passed.*
* **Thanksgiving holiday for director:** Request to make Wednesday preceding Thanksgiving a half-day, closing at 2 p.m. **Table for May.**
  + Traffic stats from previous years: Wed 2022 (full day) = 19, Wed 2023 (full day) = 35, Wed 2024 (partial day) = 21
* **Strategic Plan Review**: Table for May.
* **2025-26 Budget Approval:** 
  + Telephone and communication is down because Windstream is more affordable than Mediacom. We will still have a buffer even after putting in second phone line for fax.
  + Explanation that Friends shouldn’t be covering library materials (books) helped in increasing that amount so the library is covering those without Friends help.
  + Transfer out (revenue, accreditation monies) should transfer (saved) year to year to a capital improvement fund if not used.
  + Motion to approve the 25-26 fiscal year budget made by Morrison. 2nd by Hoffman. *Passed.*
* **Fax options:** 
  + Cowden investigated. Phone bill is down; Cowden suggests paying the $30 per month for the extra phone line through Windstream. Budget is already in place for previous prices, so we still will save $344 over the year. This keeps the system from being cumbersome and needing to learn a new system. Phone line system is still most secure for sensitive documents.
  + Morrison will contact Lori at Windstream to look into second fax line.
  + Cowden would like Windstream to look at the cord outside the building that is coiled up and laying in front of east doors and trails to sidewalk. Morrison will have them look at it when they come out for second line. Morrison will also add Cowden as extra contact person with Windstream.
  + Motion to add second phone line to use for faxes through Windstream for $30 a month for this year and going forth by Glann. 2nd by Morrison. *Passed.*

**Old Business:**

* **Coffee with the Council:** Tuesday should primarily be city employees, Wednesday likely council members. Cowden brought muffins and coffee should be made. Morrison reminded them at the city council meeting. Morrison has bullet points to help prepare (conference room, ADA spot outdoors, picnic tables, blinds to protect books and keep building cool, charging station by couches, maker space cart, resource room updates, crafts and storytime supplies, holiday and seasonal books, book quarantine, book donations, puzzles for events, children’s area with legos, trains, puppets, teen area with lights, rugs, and game table, East room rentals are frequent for programs and events, Memorial Tree in progress.

**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 **social media policy**.
  + **Outreach policy**: Glick
* **Strategic Plan**: Everyone read through thoroughly before next meeting. Morrison will look through held events and programs to insert what isn’t in the plan already.
* **Trustee Manual:** Read chapters 8 & 9

**Adjourn** Motion to adjourn made by Clark at 9:40 p.m. 2nd Glann. *Passed.*

**+ City Council Meeting** Tuesday, May 20 at 5:00. Cowden attending.

**Next meeting: Monday, May 19 at 7 p.m.**

| **City Council Meeting Duty**  *(3rd Tuesday of the month at 5:30 p.m.)*  *(attempt to have each trustee take two meetings)*   * July: x * August: *Cowden* * September: x * October: *Morrison* * November: *Glann* * December: *Morrison* * January: *Hoffman* * February: *Clark* * March: *Glann* * April: *Hoffman* * May: *Cowden* * June: *?Hoffman* | **Trustee Training Hours** 2024/25:  *(5 hours minimum goal)*   * Cowden: 4.5 * Hoffman: 1.5 * Morrison: 7.5 * Glann: 4.5 * Clark: 3 |
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**Webb Shadle Public Library**

**Board Expense Report**

**April 28, 2025**

| **Line Item** | **Inv. #** | **Vendor Name** | **Details** | **Amount** |
| --- | --- | --- | --- | --- |
| **Telephone** |  | Mediacom | Final Payment | 452.05 |
| **Telephone** |  | Windstream |  | 215.31 |
| **Janitorial** |  | Celeste Hudspeth |  |  |
| **Utilities** |  | Mid American |  | 269.88 |
| **Utilities** |  | City of Pleasantville | Water | 54.24 |
| **Improvements** |  | Amazon | Hanging File Organizer | 30.23 |
| **Improvements** |  | Amazon | 3 Pack Bar Hangers | 4.78 |
| **Maintenance** |  | Amazon | Rootx | 62.00 |
| **Office Supplies** |  | Amazon | 6 pack acrylic sign holders | 21.24 |
| **Subscriptions** |  | Family Handyman | 2 year Magazine Subscription | 15.00 |
| **Contract Services** |  | Elite Pest Control |  | 40.00 |
| **Capital Improvements** |  | Pfadenhauer Construction | 6 Window Sashes Installed  (Friends paid 3000.00) | 2678.21 |
| **Office Supplies** |  | Ramaeker | Printed 230 Postcards | 126.50 |
| **Maintenance** |  | Menards | 8 Smoke Alarms/Windex | **173.33** |
| **Improvements** |  | Jazmine Morrison Reimbursement | 3 puzzles/1x6x2 board/dowels/wall hooks/suction cups for wall file basket | 48.37 |
| **Improvements** |  | Amazon | Piano Bench | 48.99 |
| **Office Supplies** |  | Amazon | Shipping Labels | 18.89 |
| **Improvements** |  | Demco | Book Jacket Roll Dispenser, Zig Zag Book Display | 238.76 |
| **Office Supplies** |  | Demco | Hanging Bags, book covers, laminate | 108.40 |
| **Subscriptions** |  | People | 80 issues | 104.00 |
| **Library Material** |  | Amazon | 2 books | 38.61 |
| **Subscriptions** |  | Winterset Madisonian | 1 year | $48.00 |
| **Subscription** |  | Record Herold | 1 year (beginning in June) | $60.00 |
| **Improvements** |  | Amazon | Brochure Holder/2pk | **9.99** |
| **Programs** |  | Sam’s Club | May Day B Senior Center/ Rice Krispies / Soap /Muffins/Nabisco Cookies | **44.32** |

Approved by Board of Trustees: