

Webb Shadle Public Library Minutes

Location: Webb Shadle Public Library Board Room

Date: 19 May 2025

Time: 7:00 p.m.

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

1. **Call to order:** 7:10 p.m.
2. **Approve agenda:** Glann motion to approve the agenda. Morrison 2nd. *Passed.*
3. **Community Comment:** None.
4. **Approve April Minutes:** Glann motion to approve April minutes. Morrison 2nd. *Passed.*
5. **Treasurer's Report:** remaining balance \$8440.44
6. **Approve April Bills:**
 - Purchase of wet dry vacuum from building improvements fund (already in the budget) to aid in keeping East room floor clean.
 - Motion to approve current bills by Hoffman. Second by Glann. *Passed.*
7. **Director's report:**
 - **Adventure Pass** will launch soon (May 27).
 - **Gave Rachel update about Enrich Iowa** to verify our fund usage.
 - **Electronic sign** is back online.
 - **Printer** is now working.
 - **Windstream** is coming in to connect the phone line for fax services. Cowden will communicate that the exposed wire must be moved.
 - **Donations** are coming in for the Summer Reading program including some from the Iowa State Fair and Knoxville Raceway.
 - **ILA convention** is Oct 1-3 in Sioux City. Glick would like to attend. Jerra can cover those dates.
 - Glick attended **Director's Round Table** on May 6.
 - **Marion County Directors** met. Talked about what different libraries use for cataloging programs. Pella is checking into Insignia at a group rate for all Marion Country libraries. Discussed a bookmark with all the different library logos to encourage working together. Scheduled all quarterly meetings for next year.
 - Pella is considering scheduling a meeting of the **coalition** for the last week in June.
 - Maryann Mori will do a **training session** for the directors.
 - Rachel will take the **two weeks' report period** for director's pay to city council to approve May 20.
8. **Updates:**
 - **Cowden spoke with Rachel about nobody coming to library open house.** Only one person said they couldn't come so there was no reason for lack of attendance. Cowden will be attending city council meeting May 20 and will mention it.
 - **Shared calendar** to keep track of what's happening at the library might be helpful. Would help with scheduling to make sure there are checks before and after room rentals. Also would aid in creating a volunteer calendar to see who is available for the week to cover hours as needed for Glick absences or extra help.

- **Shed** houses tiller that never gets used. Is there a need or desire for a smaller tiller for **library of things** and community garden use? Poor Timing Automotive would volunteer service yearly.
- Need to put **notice out to Friends** group that director needs a hand here and there to get volunteers. Form email list so only those interested will be contacted and some sort of training can be set up.

New Business:

- **City Council May update** – Cowden will be in attendance. Morrison has some stats to share.
- **Board Positions:**
 - **Let Cowden know what position you're interested in** and she will compile blurbs to explain who would like to be in the position and why. All positions are available. Send by June 2.
 - **Cowden replacement.** Needs to be male or female who lives in Pleasantville town proper. The notice needs to be posted for at least a week that the board is looking for new members. Cowden will stay in place month to month until one is found after her time is completed (July). Send board member possibilities to Glick ASAP.
- **Review budget-End of year :**
 - Jo needs \$343.75 in wages for part-time help through the end of year.
 - Motion to pull money from utilities fund to wages fund made by Hoffman. Seconded by Glann. *Passed.*
 - Note MidAmerican bill comes out on around the 23rd of the month.
 - Water bill is higher. Checking toilets for leaks. Went 1500 gallons over normal. (Usual ~\$55)
 - \$1716 added to materials line item; should see in budget after council meeting. That is Enrich Iowa money. Requesting that Enrich Iowa is made its own line item.
 - Keep in mind part-time hours are a great way to use money when budget planning in the future.
 - Total: \$2080.05 left in budget. Ideas:
 - Use to buy computer (Enrich Iowa) (~\$800 each)
 - Zoom membership (part of Neat Board grant) (Morrison is checking on)
 - Paint for the shed outside (Friends can help if we do not have it) (\$75)
 - Hose holders need replaced (2 needed). Cowden will check with Chad Cowden; he mentioned having something we can use. (\$150)
 - Plant a couple trees from Jenkins in Carlisle. One maple and one flowering? Hoffman stated the trees should be under \$200.
 - Future: Fix under air conditioner and clean up (carry over money or grant?) Full pad poured around air conditioner pad. Glick to seek quotes.
- **Review Policies**
 - **Table for next month**

Old Business:

- **Cleaning Contract:** Morrison wrote up. Cowden spoke with Celeste. She said her rate went up across the board. Cowden explained that the contract will hold her to the agreed price until the next contract can be negotiated and that this process is necessary in order for our budget to work.
 - Motion to approve the written contract for Hudspeth cleaning by Morrison. Second by Glann. *Passed.*
- Vote to move funds to cleaning for upcoming budget. \$25 x 5 hours a month x 12 months = \$1500.
 - Motion to move \$250 from Programming to Janitorial for 2025-2026 fiscal year made by Glann. Second by Morrison. *Passed.*

Next meeting:

- **Policies:**
 - **Circulation Policy** - 6/8/22 Glick & Cowden
 - **East Room Rental** 6/1/21 -Cowden & Clark
 - 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**. (See recent email from Morrison to preview)
 - **Outreach policy**: Glick
- **Strategic Plan**
- **Trustee Manual**
- Do we need a **new meeting date**?
- New **county coalition** team?

Adjourn Motion to adjourn made by Glann at 9:35 p.m. 2nd Morrison. *Passed.*

+ **City Council Meeting** Tuesday, June 17 at 5:00. Clark attending.

Next meeting: Monday, June 23rd 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) <ul style="list-style-type: none">● July:● August:● September:● October:● November:● December:● January:● February:● March:● April:● May:● June:	Trustee Training Hours 2024/25: (5 hours minimum goal) <ul style="list-style-type: none">● Cowden: 5● Hoffman: 1.5● Morrison: 8● Glann: 5● Clark: 3
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Webb Shadle Public Library

Board Expense Report

May 19, 2025

Line Item	Inv. #	Vendor Name	Details	Amount
Telephone		Kinetic Business		\$51.16 credit
Janitorial		Celeste Hudspeth	Cleaning	\$125.00
Utilities		Mid American		\$202.76
Utilities		City of Pleasantville	Water	\$72.99

Contract Services		Ray's Window Cleaning		\$30.00
Maintenance		Sam's Club	(tax 7.03) ? towels/toilet paper (2) /trash bags	85.39
Programs		Sam's Club	Animal crackers (5) Fruit Snacks/Candy Mix Last Day of School Kickoff	81.72
Programs		Dollar Tree	Fake Flowers/Plastic Cups/Sidewalk Chalk Accura Senior Center Storyhour	32.10
Programs		Lowe's	8 pk of marigolds (4) bag of soil Story Time Craft/God & Horses	19.17
Programs		Dollar Tree	Buckets/Pencils/Coloring -Drawing-Harry Potter Books/Erasers/Puzzles (sets of 3) & Chalk (Pet Show Drawing Prize)	29.43

Approved by Board of Trustees: