

Webb Shadle Public Library Minutes

Location: Webb Shadle Public Library Board Room

Date: 23 June 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:** 7:03 p.m.
2. **Approve agenda:** Glann motion to approve the agenda. Clark 2nd. *Passed.*
3. **Community Comment:** None.
4. **Approve May Minutes:** Clark motion to approve May minutes. Morrison 2nd. *Passed.*
5. **Treasurer's Report:** remaining balance \$8440.44
6. **Approve May Bills:**
 - Motion to approve current bills by Glann. Second by Clark. *Passed.*
7. **Director's report:**
 - **Adventure Pass:** new site is easy to use.
 - **WhoFi:** new system is set up and running.
 - **NeatBoard** is here. Needs to be set up.
 - **KNIA/KRLS** interview with Glick.
8. **Updates:**
 - **Windstream added a fax phone line** and it is running well.
 - **Tree replacement:** Jenkins didn't have recommendations. Discussion led to agreement a native Iowa tree, flowering, small stature would be best. Glann suggested having it be a memorial donation on wishlist. Redbud was mentioned as preferable option.
 - **Director Review:** Glann and Hoffman will meet with Glick June 20th at 8:30 am to complete.
 - Need **signed copy of Social Media policy** with new date for website.
 - **No new board member applications.** Cowden will remain as a member until the spot is filled.

New Business:

- **City Council: Cowden.** Cowden mentioned a thank you to the city government members who showed up to the Coffee with Council and hoped to see them next time it's hosted. Glick shared Morrison's library stats.
- **Officer Elections:**
 - **President:** Motion by Hoffman to elect Glann as president for 2025-26 year. 2nd by Morrison. *Passed*
 - **Vice President:** Motion by Morrison to elect Hoffman as vice president for 2025-26. 2nd Clark. *Passed.*
 - **Secretary:** No nominees. Rotating role until further notice. Volunteers taken at each meeting. Cowden will fill role at July's meeting.
- **2025-2026 Coalition Representative:** Glick and Morrison will fill roles for 2025-26 year. The next meeting is near the last week in July.
- **Meeting Time Adjustments:** Moved start time to 6:30 p.m. through August. Will revisit once school begins (August meeting).
- **Review Budget for end of year adjustments:** The current 2024-25 fiscal year budget is over by \$75.79. Part-time hours were miscalculated and \$443.75 is needed. To avoid similar future

situations, Glann will work with Glick on setting up and using a spreadsheet for all employee hours.

- Friends will cover some items from programming that they would have covered anyway to cover the balance needed.
- Volunteers are needed to cover hours where Glick and part-time employees are not available. Basic training will be provided and an email request list set up. Glann will contact Friends to start process.
- Consider adding more part-time hours to future budget proposals.
- Motion to move \$95 from Subscriptions to Telephone/Communications by Clark. 2nd by Morrison. *Passed.*
- Motion to move \$1541.38 from Library Materials into Building Repair & Maintenance (Concrete & Fence) by Hoffman. 2nd Clark. *Passed.*
- Motion to move \$793.22 from Utilities to Building Repair & Maintenance (Concrete & Fence) by Clark. 2nd by Hoffman. *Passed.*
- Motion to move \$136.89 from Other Contract Services to Building Repair & Maintenance (Concrete & Fence) by Hoffman. 2nd by Morrison. *Passed.*
- Motion to move \$174.78 from Enrich Iowa to Building Repair & Maintenance (Concrete & Fence) by Hoffman. 2nd by Clark. *Passed.*
- Motion to move \$149.91 from Other Contract Services to Improvements by Glann. 2nd by Morrison. *Passed.*
- Motion to move \$36.68 from Programming to Office Supplies by Clark. 2nd by Morrison. *Passed.*
- Motion to move \$72.03 from Other Contract Services to Office Supplies by Hoffman. 2nd Clark. *Passed.*

Old Business:

- **Social Media Policy Review:**
 - Motion to approve the Social Media policy made by Glann. 2nd by Hoffman. *Approved.*
- **Fence and Concrete Replacement:** Not replacing whole retaining wall in order to avoid possible washout issues. The fence is rotten and cannot be reused. Will request replacement with another 6 foot fence for safety and appearance concerns. Green machine will be turned to face Dallas Street so it can sit on concrete pad. Will ask Friends to help cover difference needed for fence replacement.

Future Items:

- **Thanksgiving Holiday:** Wednesdays 2022 (19), 2023 (35), 2024 partial day (21). Glick would like to close early (2 p.m.) regularly on Wednesday prior to Thanksgiving.
- **Policy Review:**
 - *East Room Rental* expired 6/1/24 Cowden & Clark
 - *Internet Access & Computer Use* expired 6/8/25
 - *Circulation* expired 6/8/25 Glick & Cowden
 - *Collection Development* expired 6/8/2025
- **New Policy Proposals:**
 - Outreach: Glick
- **Strategic Plan Review**
- **Trustee Manual Review** of Chapters 10 & 11

Adjourn 8:41 p.m.

+ City Council Meeting Tuesday, July 15 at 5:00. Clark attending.

Next meeting: Monday, July 28 at 6:30 p.m.

<p>City Council Meeting Duty 2025-26 <i>(3rd Tuesday of the month at 5:30 p.m.)</i> <i>(attempt to have each trustee take two meetings)</i></p> <ul style="list-style-type: none"> • July 15 – Clark • August 19 – Glann • September 16 – • October 21 – • November 18 – • December 16 – • January 20 – • February 17 – • March 17 – • April 21 – Glann • May 19 – • June 16 – 	<p>Trustee Training Hours 2024/25: <i>(5 hours minimum goal)</i></p> <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

June 23, 2025

Line Item	Inv. #	Vendor Name	Details	Amount
Telephone		Kinetic Business		\$95.00
Janitorial		Celeste Hudspeth	Cleaning	125.00
Utilities		Mid American		129.13
Utilities		City of Pleasantville	Water	57.07
Contract Services		Elite Pest Control		40.00
Improvements		Amazon	Dry Eraser Wall Calendar	43.99
Improvements		Menards	2 fold in half 4ft tables	58.44
Improvements		Amazon	Brochure Holder/Expo Spray/6 Pack Display Holders	55.71
Programs		Amazon	Dementia Reusable Water Painting Set	14.99
Other Contract Services		Forbes		157.31
Subscriptions		Practical Homeschooling	2 year subscription	\$35.00
Subscriptions		Sports Illustrated	1 year subscription	\$20.00
Subscriptions		Ranger Rick	1 year subscription	\$12.00
Subscriptions		Highlights & BrainPlay bundle	1 year subscription	\$42.80
Subscriptions		Des Moines Register	2/1/25-7/31/25	10.62
Maintenance		Julie Cowden	Toilet Brush	10.69

Approved by Board of Trustees: