

Webb Shadle Public Library Board Meeting Minutes

Location: Webb Shadle Public Library

25 August 2025 at 6:30 p.m.

Present: Abby Glann (President), Nick Clark, Eric Hoffman (Vice President), Jazmin Morrison.
Absent: JoEllen Glick (Director)-family emergency.

Guests/Public: Melinda Eichenberger, Sarah Reid.

1. **Call to Order:** Glann called the meeting to order at 6:42 PM.
2. **Approve Agenda:** Motion to approve the agenda as presented made by Clark. Seconded by Morrison. Passed.
3. **Community Comment:** None.
4. **Approve July Minutes:** Motion to approve the amended July 2025 meeting minutes made by Clark. Seconded by Morrison. Passed.
5. **Approve Current Bills** (*Presented by Glann & Board in Director's absence*) Motion to approve current bills made by Hoffman. Seconded by Clark. Passed.
6. **Director's Report (*Reviewed by Board in Glick's absence*)**
 - Summer program attendance: 575 total (kids + parents).
 - Out-of-city patron checkouts: 621 (~2x last year).
 - Marion County Trustees Training to be hosted at WSPL.
 - The director must log all working hours, including meetings.
 - **Marion County Library Coalition:** Clark and Glick in attendance. Pella proposed scrapping the current funding formula and swapping Hoopla for a service prioritizing their cardholders on Bridges. The group plans on asking Supervisor Jahner to next meeting which should happen in November.

Updates

7. **Board Member Applications:** Cowden's term ended July 1; she is no longer a board member. Board will continue to search for a replacement.
8. **Door Counter** not functioning since January 1. Hoffman is investigating options to repair or replace.
9. **Black Cord on Green Machine:** Julie Cowden contacted the city with concern over cord. They will use their tools to take care of it.
10. **Fence debris removal:** Completed by Chad and Julie Cowden.
11. **Removal of picnic table:** Hoffman handling.
12. **Game Table:** The replacement power cord did not resolve the issue and the cord purchased via Amazon has been returned for a refund. (Morrison). \$50 minimum evaluation for repair; table cost was just under \$1,000 and lasted ~ 3 years. Glick will speak with Friends about replacement.

Old Business:

13. **East Room Rental Policy:** Draft revised to give the Director discretion for exemptions. Clarified damage deposit handling and cleaning requirements. Addressed tracking of uncashed deposit checks. Added refusal of future rentals if obligations aren't met.
 - Motion to approve revised East Room Rental Policy as presented made by Hoffman. Seconded by Clark. Passed.
14. **Volunteers List:** available to Glick for usage.

New Business:

15. City Council August Meeting Update from Glann

16. **Secretary vote:** Motion made to vote in Jazmin Morrison as Board Secretary made by Hoffman. Seconded by Clark. Passed.

17. Trustee Manual Review Chapters 12 & 13 review

- Emphasized decision-making best practices, open meetings/sunshine law compliance, and onboarding requirements.
- New board members must complete a 90-minute webinar on open meetings laws.
- Discussion on director authority and liability which led to revelation that further discussion is needed regarding emergency procedures following an incident involving Morrison, Glick, and a possible gas leak. Morrison submitted an incident report and spoke with former Board President Cowden to address the situation. Proposal to use guidance from city's emergency plan (in process) and work through emergency plans for the library over the course of following months. Also considering emergency response training for Library employees.

18. Strategic Plan Review: Tabled.

19. Registered Agent Update: City handles this. No further action on the part of the Board.

20. **Library Key Tracking:** Glick will gather all known copies of library keys and now restrict who has them and track who is using the library after hours using a log.

21. **Meeting Schedule Change:** Mondays no longer available. Coaching conflicts on some Tues/Thurs.

- Next meeting set for Thursday, September 25th at 6:30 with further discussion on future meetings to be had at that meeting.

22. Computer Purchase: Tabled.

23. Adjourned 8:35 PM. Motion made by Hoffman. Seconded by Clark. Passed.

- **Next meeting:** Thursday, September 25, 2025, 6:30 p.m. at Webb Shadle.

- **Read Ch 14 & 15 of Iowa Library Trustee's Handbook.**

- **Pleasantville City Council:** September 16th, 2025 – 5:30 PM – Hoffman attending.

- **Policy Review:** Circulation (Glick)

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

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> <ul style="list-style-type: none">• July 15 – Clark• August 19 – Glann• September 16 – Hoffman• October 21 –• November 18 –• December 16 –• January 20 –• February 17 –• March 17 –• April 21 – Glann• May 19 –• June 16 –	Trustee Training Hours 2025/26: <i>(5 hours minimum goal)</i> <ul style="list-style-type: none">• Hoffman: 1• Morrison: 1• Glann: 1• Clark: 1
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WEBB SHADLE PUBLIC LIBRARY
BOARD EXPENSE REPORT
AUGUST 25, 2025

LINE ITEM	INVOICE #	VENDOR NAME	DETAILS	AMOUNT
Utilities		Mid-American		253.67
Utilities		City of Pleasantville	Water	57.44
Telephone		Kinetic Business		156.27
Janitorial		Celeste Hudspeth		125.00
Other Contract Services		Elite Pest Control		40.00
Training		ILA Conference	Oct 1-Oct 3 2025/Sioux City IA	350.00
Training		Courtyard Marriot Hotel	2 night -hotel reservations for ILA convention	225.03
Training		Travel Insurance	Trip Cancellation Protection	12.38
Program		Casey's	Hosted Marion County Directors Meeting at WSPL (donuts) 8-6-25	8.00
Technology Services		Amazon	USB to HDMI Cable: 18.99 HDMI Cable 10ft: 8.99 Acer USB C to HDMI Multiport Adapter: 19.99	47.97
Maintenance		Amazon	Easy Wring Microfiber Mop/Bucket Cleaning Sys	34.96
Office Supplies		Amazon	6 pk of clip boards	16.99
Office Supplies		Walmart	2 in ring binder 5 pkgs washable markers	12.33
Library Material	2039194049	Baker and Taylor	Books	43.80
Library Material	2039174847	Baker and Taylor	Books	34.80
Library Material	963505	Half Price Books	Books	72.32
Other Contract Services		Cowden Sanitation	July & Augus 2025	50.00
Library Material	M32025071816515229	Barnes and Noble Bookseller	Books	70.54
Library Material	2039210633	Baker and Taylor	Books	36.37

Subscriptions	DM8543373	Des Moines Register		30.48
Maintenance		Sam's Club	Toilet Paper/Paper Towels	46.89
Library Material	11345927088354634	Amazon	Books	51.85
Library Material	11354197604660229	Amazon	Books	51.77
Office Supplies	11194674738497028	Amazon	Atomic Wall Clock	47.79