

# Board Meeting Minutes

## Webb Shadle Public Library

Meeting Date: Sep 25, 2025 6:30 PM

### Attendees:

- Abby Glann (Board President)
- Eric Hoffman (Board Vice-President)
- Nick Clark - Board Member
- Joellen Glick (Library Director)
- Sarah Reid- Community Member

1. **Call to Order**-The meeting was called to order by Glann at 6:38 pm.
2. **Approval of Agenda**-The agenda for the Board Meeting was reviewed.
  - **Motion**: To approve the agenda as presented.
  - **Moved by**: Clark **Seconded by**: Hoffman
  - **Vote**: All in favor. Motion carried.
3. **Community Comment**
  - None

### 4. Approval of Previous Meeting Minutes

The minutes from the Board Meeting were reviewed.

- **Motion**: To approve the minutes as presented.
- **Moved by**: Hoffman
- **Seconded by**: Clark
- **Vote**: All in favor. Motion carried.

### 5. Director's Report

Glick the Director's Report, which included:

- **Circulation Statistics**: Overview of borrowing trends and popular materials.
- **Programs and Events**: Update on recent successful programs and upcoming events
- **Staffing Updates**: Report on any new hires, departures, or training initiatives.

### 6. Financial Report- Current Bills

Glick presented the Current Bills.

- **Budget Overview**: Review of current financial standing against the annual budget.
- **Expenditures**: Details of recent expenditures..

- **Motion** - To approve current bills
- **Moved by:** Clark **Seconded by:** Hoffman

#### 7. Old Business

- **Discussion on Covered Patio Quote-**

- Board consensus was it was a very interesting project but not one that met the current needs of the library.

#### 8. New Business

- **Circulation Policy- review and approval with edits**

- **Motion:** To approve Circulation policy with updates
- **Moved by:** Hoffman
- **Seconded by:** Clark
- **Vote:** All in favor. Motion carried.

- **Trustee Manual-** Read and discussed Chapters 14 and 15

- **Strategic Plan Review**

- Tabled - however Glick will check on AED trainings

- **Review of Board Member Applicants**

- Board recommends both applicants for consideration of open positions

- **Motion** by Clark, **Second** by Hoffman

#### 9. Adjournment

- **Motion:** To adjourn the meeting at 8:23 pm .

- **Moved by:** Hoffman

- **Seconded by:** Clark

- **Vote:** All in favor. Motion carried.

**Next Meeting:** The next board meeting is scheduled for 10/27/2025 at 5:15pm .

#### WEBB SHADLE PUBLIC LIBRARY

#### BOARD EXPENSE REPORT

SEPT 25, 2025

LINE ITEM	INVOICE #	VENDOR NAME	DETAILS	AMOUNT
Utilities	570664360	Mid-American		236.34
Utilities		City of Pleasantville	Water	57.44
Telephone		Kinetic Business		145.98
Janitorial		Celeste Hudspeth		125.00
Other Contract Services		Elite Pest Control		40.00
Library Material	2039231427	Baker & Taylor	Books	68.35
Library Material	2039255936	Baker & Taylor	Books	76.00
Library Material		Dollar Tree	Paperback Books	12.84

Library Material		Michelle Sprout Murray	Amazing Iowa book signed by Author Michelle Sprout Murray	24.08
Other Contract Services	6055	Forbes Office Solution		160.04
Library Material	2039256308	Baker & Taylor	Books	147.75
Library Material	2039253716	Baker & Taylor	Books	248.38
Library Material	2039265289	Baker & Taylor	Books	43.20
Office Supplies	11391527478907444	Amazon	Scotch Book Tape (2)	11.78
Office Supplies	11346611698980262	Amazon	Onyx Roller Ball Pen (2)	12.58
Library Material	3796966	Ames Public Library	Book Replacement 3796966 & 3796975	22.99
Programs		Walmart	100 boxes of crayons / 4 bottles of glue (reading program prizes)	26.02
Library Material	2039269097	Baker & Taylor	Books	76.92
Library Material	11163829475309 826	Amazon	Book & DVD	25.28
Library Material	11190383269926646	Amazon	Books & DVD	47.36
Office Supplies	11155852488184212	Amazon	Ethernet Splitter	7.99
Office Supplies	11199789656957046	Amazon	USB 20ft Cable & 50 ft Ethernet Cable	23.98
Library Material	11354197604660229	Amazon	Books	51.77
Office Supplies		Sam's Club	Bulk Expo Markers	11.48
Subscriptions	DM8543373	Des Moines Register		15.00
Library Material		Half Price Book Store	Books	83.63
Library Material		Sam's Club	Books	52.60
Library Material	11154123339662637	Amazon	Books	59.27
Library Material	11115787846741000	Amazon	Books	45.11
Library Material	11103171151858679	Amazon	Book	28.93