

WSPL Board Minutes

Location: Webb Shadle Public Library Board Room

Date: October 27, 2025

Time: 5:15 pm

Attendees: Abby Glann (President), Eric Hoffman (Vice President), Nick Clark, Sarah Reid, Sarah Chambers, JoEllen Glick (Library Director)

1. Call to order: 5:21 p.m.
2. Approve Agenda: Motion by Hoffman. 2nd by Chambers. Passed.
3. Community Comment: None.
4. Approve September Minutes: Motion by Hoffman. 2nd by Clark. Passed.
5. Approve Current Bills: Motion to approve all by Hoffman. 2nd by Clark. Passed. *See Itemized Expense Report attached
6. Director's Report/Programming: Key takeaways
 - Annual report is due October 31 and is in progress.
 - Friends of WSPL approved a budget for new computers; Glick will purchase.
 - Friends of WSPL is looking into grant opportunities, including for the potential patio expansion.
 - Marion County Trustee Training is being hosted by WSPL this year and will be scheduled for Nov 17.
 - Glick attended the ILA Conference earlier this month.
 - See Director's Report for details on circulation, events, hours worked, training, and more.

7. Old Business:

- Game table replacement by Friends (Glick)
 - Glick will find several options for replacement
- Door counter replacement (Hoffman)
 - This project is in progress.

8. New Business:

- City Council October meeting update (Clark)
 - Sarah R and Sarah C were approved as new Board members
- Review computer usage policy (Glann)
 - Discussion tabled until a future meeting
- Trustee Manual review of chapters 16 & 17

- Chapter 16 was reviewed and discussed. There is no chapter 17.
- Strategic Plan Review: SR 1 Goal 1
 - After discussion, it was agreed this goal is being met.
- Next meeting date (November)
 - The Board will meet for a brief meeting November 17 at 5:15 before the Trustee training.
 - The Board will meet for another brief meeting on December 22 at 5:15.
- Introduce new trustees: Sarah Reid and Sarah Chambers
 - The Sarahs are excited to begin their new roles.
- November city council meeting volunteer
 - Reid will attend the November meeting.
- November Coalition meeting volunteer
 - Tabled until the Coalition meeting is scheduled.
- Compare and update policy paperwork in manuals
 - Tabled until new members have manuals.
- Library hours for Wed prior to Thanksgiving
 - A motion was made to close the library at 2 pm on November 26 by Clark. 2nd by Reid. Passed.

9. Adjourn: 7:02 pm Motion by Clark. 2nd by Reid. Passed.

The next meeting will take place: Monday, November 17th @ 5:15 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"> • November 18– Reid • December 16– • January 20– • February 17– • March 17– • April 21– Glann • May 19– • June 16– 	<p>Trustee Training Hours 2025/26: <i>(5 hours minimum goal)</i></p> <ul style="list-style-type: none"> • Hoffman: 1.5 • Glann: 1.5 • Clark: 1.5 • Reid: .25 • Chambers: .25
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WEBB SHADLE PUBLIC LIBRARY
BOARD EXPENSE REPORT
OCT 27, 2025

LINE ITEM	INVOICE #	VENDOR NAME	DETAILS	AMOUNT
Utilities	570664360	Mid-American		165.76
Utilities		City of Pleasantville	Water	57.44
Telephone		Kinetic Business		146.56
Janitorial		Celeste Hudspeth		125.00
Other Contract Services	61401	Elite Pest Control		40.00
Other Contract Services		Cowden Sanitation		50.00
Subscriptions	DM8543373	Des Moines Register		15.00
Library Material		Michael Frederick	Books	50.00
Library Material	ILA Convention	Gabe Flynn	64 books @ 5.00	320.00
Library Material	11300427480775438	Amazon	Books	44.54
Library Material	11334336297586631	Amazon	Books	102.76
Library Material	11371199122446660	Amazon	Book	28.99
Library Material	11317162023994612	Amazon	Books	57.37
Library Material	11328878449085800	Amazon	Books	37.20
Library Material	11378753919311448	Amazon	Book	8.99
Library Material	11378828014241033	Amazon	Books	38.89
Library Material	11391009200616219	Amazon	Books	94.57
Library Material	11301171857519478	Amazon	Books	53.27
Library Material	1135183498256230	Amazon	Books	90.77
Library Material	11365208052993809	Amazon	Books	16.04
Library Material	11349629229794657	Amazon	Books	8.59
Library Material	11386616993699427	Amazon	Books	19.23
Library Material	11341277589132264	Amazon	Books	20.80
Library Material	11344878339346649	Amazon	Books	105.76
Library Material	11326729255525835	Amazon	Book	15.58
Library Material	11301569187523400	Amazon	Books	23.85
Library Material	2039289146	Baker and Taylor	Books	21.95
Programs		Hobby Lobby	5 bottles of paint (Pumpkin Painting)	11.72
Programs		Walmart	Sturdy Paper Plates (3 pkg) Table Cloths (Pumpkin Painting)	27.05
Office Supplies		Hobby Lobby	Envelopes (4 sets)	9.77
Office Supplies	11304772399333022	Amazon	3 Ring Binders (7)	67.48
Office Supplies	11377609653275417	Amazon	Staples Copy Paper 8 Reams	34.99

Programs		Dollar General	Baby Wipes (7 ct) Pumpkin Painting	7.49
Technology Services	SimpleLogin	Reimburse Abby Glann	Paddle.com	30.00
Training		Reimburse JoEllen Glick	Mileage Reimbursement ILA CONVENTION	\$238.52