

Minutes of the
Glenwood City Public Library Board of Trustees
March 4, 2025 @ 5:00 PM
217 W Oak St., Glenwood, WI 54013

AGENDA:

1. Call to order 5pm meeting called to order
2. Roll Call: Nicole Langman, Betsy Schug, Ken Peterson, Lara Draxler, Kristine Giammattei, Jeff Stoner, Jennie Newgard (3 establish a quorum)
 - a. Absent: Nicole Langman, Ken Peterson, Jennie Newgard
 - b. Present: Betsy Schug, Lara Draxler, Kristine Giammattei, Jeff Stoner
3. Certification of compliance with Open Meetings Law
4. Modify/Approval of Agenda-Agenda looks good. Draxler made a motion to approve the March agenda. Schug motions for approval of March agenda. Draxler 2nds the motion. Motion passes.
5. Public Comments: None
6. Approval of February Minutes-Draxler motions to approve February minutes. Stoner motions to approve February minutes. Schug 2nd. Unanimous voice vote. Motion carries.
7. Approval of Bills
 - a. Baker & Taylor-Supplies-\$295.75
 - b. Demco-\$138.18
 - c. Nilssen's-Event supplies-\$120.18
 - d. Thorndike-\$259.92
 - e. T-Mobile-Part of the payment is for hot spots-\$22.80
 - f. St. Croix County Annual Park Pass-\$60
 - g. Ashley Englebretson-Monthly Cleaning-\$240

Giammattei motion to approve the February 2025 bills. Draxler 2nd. Unanimous voice vote, motion carries.

8. Reports

- a. Treasurer's Report: (Betsy Schug): None

b. School Report: (Nicole Langman): Draxler reports it is Read Across America week. Reading activities during the week for elementary. The pizza party reading competition has been approved by the principal. Rochel to connect with Nicole Langman. Trophies did come in.

c. City Report: (Jeff Stoner): N/A

d. Director's Report: (Rochel Karlson)

a. The Annual Report is complete. It is available in our folders. Letters go out to each county to get our money back for next year. Letters will be delivered this week.

b. Rochel went to Madison for the day. Librarians and some Trustees and some Friends of the Library to meet with senators and assemblymen to talk to them about granting money.

c. Special craft day at the school on Monday for Hangtime. 20 plus students in attendance. Bottle cap motor craft and butterfly wings.

d. Card party cancelled due to not having enough people.

e. Upcoming Dr. Suess birthday bash March 6.

f. Webinar coming up that Rochel will attend with a workshop.

g. Bunko game night that seems to have some interest. Giving away 3 prizes.

h. Community Read-What's the Rush documentary and panelists.

i. Sierra check-out will be down all day March 25th. They will be having an upgrade that will take all day. Nobody will be able to check out or check in books. Facebook post ready to go, as we will stay open. Can manually enter them the next day.

j. Cash Box – In the shared folder showcasing donations, grants and the register (copies), we have brought in 41,000. The Detour gave 4 donations that go directly to the library. Hoping to use some to bring in more WonderBooks and some additional programming.

9. Old Business:

a. Credit Card Possibility: Rochel did additional research Wells-Fargo Reflect Card and Bank of America Customize Cash Rewards were two options. It could also be a possibility to get a loaded Visa card to use instead of a credit card. The consensus is that the pre-paid card would be the best option.

10. New Business:

a. Self-Check Out & Pharos: Need to have a library card to use it. Sign-in on computer with their library card to be able to use the computer. Time limits can be set, and patrons will be notified. We can add more time to extend their time if needed. Can get on all 6 computers. Can produce reports of how many patrons have used computers, how many hours, etc. \$1,678 with initial one-time fees for set-up. \$40 for each computer (x6) per year after that. This covers software and maintenance fees. \$240 a year would be the total. It takes about a day or two to set this up.

b. Copier Machine: Estimate for purchasing outright through EO Johnson. Upgraded version of the one we have at a cost of \$4,800. We do currently own the current printer. Heidi is also working towards a grant for a copier. Could sell this current copier, or use it as a 2nd copier, but it does have an issue with leaving a streak when copying/printing. Another printer/copier was quoted a Canon \$6,000+.

c. GCPL Policy: Closing Policy: Currently set up to close when school closes. Looking to change this to the library director's discretion using the school closing and other closings as tools to make a decision. Rochel will have this in our packet for next month, we can review the changes and can vote next month. If the City office is closed, then the Library will be closed.

d. Trustee Essentials (TE) 18: Library Board Appointments & Compositions

e. TE 3: Organizing the Board for Effective Action.

11. Agenda Planning for Next Board Meeting: Add to agenda about the event we want to host in the back outside area, as well as the event room. Popcorn machine and water. JJ Stoner can perform. Author coming in April.

12. Other Business: None

13. Adjourn (Time): Schug motions for meeting to adjourn and Schug 2nds. Meeting adjourned. 5:50pm

Next Board Meeting April 1, 2025 @5:00 PM

The Glenwood City Public Library will attempt to provide accommodation to the public who wish to attend meetings, provided reasonable notice of need is given. To request such accommodation, call (715) 265-7443 and ask for Rochel

Agendas may change up to twenty-four hours prior to the commencement of the meeting. Please check postings at the following locations:

o Glenwood City – Municipal Building/ Hiawatha National Bank/ Consumers Cooperative