Woodward Public Library
Board Meeting Minutes
February 2, 2026

Attended by David Brown, Dave Elliott, Sandra Dickson, Myrna Griffith, Sara Gilbreath, Zane McGlade: attending by telephone Peggy Nieland, Jess Hass. Absent: Kathy Butler Guest: Mary Bustead

Meeting was called to order by David Brown at 5:01 p.m.

Dave Elliott moved to approve the agenda for the meeting. Sandra seconded the motion. Agenda approved.

Zane arrived at 5:06 p.m. and assumed the leadership role.

Public comments: Mary asked where the events of Kids Night and Family Night were posted. She feels they would have been better attended if posted on other locals, i.e. the city website. Sara replied that she would check into that for future activities.

Mary next questioned if any local businesses or builders were consulted or given the opportunity to bid on the construction of shelves for the meeting room. As Myrna did not know who in town did wood construction projects that were needed for the library, Mary said she would get Myrna the names and telephone numbers so they could be contacted.

Minutes for January 5th meeting - move to approve the minutes as presented, made by Dave E., seconded by David B. Motion carried.

Bills presented for January expenses. David moved to accept bills as presented, Dave E. seconded. Bills approved.

Old Business - a.) Enrich Iowa funding - was to be used for south door replacement. Bids were received from two establishments. Grimes estimate came to $3,448.00. The bid from Tri-County was for $4,605.28. Discussion was held on perhaps replacing the hardware on the door while checking to see if the door is just "sprung". Is it possible to replace the parts on the top of the door and the hinges, the door sweep, adding installation, and check the cylinder leak at the top of the door. Myrna was asked to contact companies again to ask for a bid to do repairs instead of changing out entire door. Also, include Stokley's Lumber in Perry to be contacted.

b.) Cabinet quotes - Tri-County bid came in at $12,538.06. Most felt this was more than expected for a bid. It was suggested that local people be contacted (Mary has the names of two local people who do woodworking). A discussion was held regarding the actual size of the cabinet and what they would hold. Some financing discussion was held regarding writing a grant, versus asking the Foundation if they would help with the expense. General discussion was held, but it was decided this did not require a vote at this time until more information was available.

c.) Education - information on Open Meeting training and when it will be available for Trustee members to attend.

New Business - a.) Library winter hours - discussion (not for vote) regarding the current hours the library is open. There have been some of the later hours that no one has been in the library except for staff. Myrna would like to discuss closing the library for evening hours over the winter. Discussion followed regarding the fact that the hours are printed on the door and other material is available to the public. Before considering closing for winter hours (with the exception of bad weather) there should be more of an effort to make sure the public is aware of the hours that the library is open.

b.) Wi-Fi disconnect - Who-Fi was not working and so there is not report this month. In the general discussion about Wi-Fi problems experienced this past month. Myrna said that during an online call, it was discovered that the IP address was wrong. During this call the problem was fixed and Wi-Fi usages stats are once again available.

c.) Spring Community Education - Myrna stated that the library would like to offer education classes again for the Spring. The course considered are Cricut, Ancestry.com, Cooking—Air Fryer and Instant Pot, and Mental Health. She is working on finding leaders for the classes.

d.) 2026-2027 budget - the city drew up parts of the library budget and announced that there would be a $7000 increase in the library budget from last year's budget. The projected budget does cross the $100,000 mark.

e.) Copy machine renewal contract - the rental contract with the current company will expire in September. General discussion was held regarding the renewal of contract with current company or seeking bids from others including the company that has the contract with City Hall. No formal action taken.

f.) Artwork for above the inside of the entryway to the building - several potential ideas were presented - the work created by Austina Scott $469 if she brings scaffolding or $385 if we provide the scaffolding. We will send a contract that states the Library has the rights to paint over her work even if she signs. Discussion was then focuses on using decals as opposed to a painted wall. It was suggested that she resubmit the picture selected with corrected spelling and how long will the picture last. Sandra moved to resubmit with more details needed and David seconded, the motion carried.

Director's report - Myrna will be writing two Bock Grant requests - the first will be regarding old school yearbooks - have them digitalized and placed on our website - earlier they had be digitalized and placed on discs for years 1939, 1947-49, and 1950-2011. Years 2012-2025 will be digitalized, then along with what is on the discs will be placed on the website. The first quote was for $4,800 plus, that quote expired on December 31, 2025. Since the discs have been found the cost is now closer to $2000 with a dollar match on the grant.

The second grant request will be for new lighting, changing them to LED. Bids have been received from Mike Blaser for $4800. Mike's bid includes retrofitting the bulbs and fixtures and they should have a life of approximately ten years.

The second bid was from Jeremy Wuebker - he would use existing ballast - rewire and replace lights with four bulbs. The library would be able to adjust the power usage which should save on the electricity usage. He has the supplies needed and would donate them to the library as community service.

Myrna stated that she would be taking time off during the month of February. She would take each Tuesday and Thursday of with the exception of the third Thursday. She will be working Monday afternoons, Wednesdays, and Fridays of this month. If there are any Board members who can fill in on some of those dates, it would be appreciated.

There is no Wi-Fi Report as the Wi-Fi system was down and the report could not be generated.

The Foundation Report was reviewed.
Wowbrary was reviewed.

Questions regarding where to bring collected money from calendar sales were answered.

A motion was made by Dave to adjourn the meeting, second by David. Motion passed unanimously.

Submitted,

Sandra Dickson

Sandra Dickson
Secretary pro tem