

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY, May 22, 2023 —4:00 P.M.**

The meeting was called to order by Board President Michael Collins.

Roll call was taken by Administrative Assistant Ver Steegh with Trustees Brant Bollman, Sharon Hammes, Sarah Kienzler, Scottie Moore, and Diana Pearson, Minnie Richardson, and Lindsey Thomas were present at the meeting. Director Gaughan was also present. Trustee Julie Hansen was absent.

**Minutes:** Collins called for a motion to approve the minutes from the April Library Board meeting. Motion was made by Moore, seconded by Hammes, to approve the minutes. Motion passed.

**Board Correspondence, Public Input, and Friends' Report:** Director Gaughan told the Board that there were two pieces of Board Correspondence – one was a thank you from the fifth-grade classes for the tour they received. The other was from a kindergarten class that received several beginning reader books that were weeded from the collection for a discounted rate. Director Gaughan told the Board that the Friends group is looking into participating in Arts on the Square and Sweet Corn Serenade. Director Gaughan noted that more volunteers are still needed to help with the Summer Reading Program kickoff. Director Gaughan noted that there was no public input.

**Director's Report:** Director Gaughan told the board:

- The Library has received their official Tier 3 accreditation. The Library met eighty-six of the eighty-nine standards set forth by the State Library. This accreditation will be valid until June 30, 2026.
- The Library has received its Seed Library permit. This permit is free for Libraries, but they need to be applied for each year. This is in cooperation with AmeriCorps Green, the Master Gardeners, and the Watershed Program. This will begin on July 1.
- Director Gaughan has found a new magazine subscription service for the magazines the Library subscribes to. There is no management fee and there is a 25% discount.
- Director Gaughan went to the Director's Roundtable in Williamsburg on May 18. The focus was on community partnerships.
- The Library will be getting a sculpture this year through the Sculpture Tour. It should be in place before Art on the Square. This will be placed on the concrete pad in the Reading Garden.

**Committee Reports:**

**Staff Committee – Lindsey Thomas, chair:** None.

**Budget & Finance Committee – Michael Collins, chair:** None.

**Policy & Planning Committee – Lindsey Thomas, chair:** Met in person to discuss the policies to be revised or affirmed this year. This will be discussed in New Business.

**Technology Committee – Sharon Hammes, chair:** Met via email to discuss the three-year technology plan. Will be discussed in New Business.

**Building & Grounds – Michael Collins, chair:** None.

**Fundraising Committee – Diana Pearson, chair:** None.

**Unfinished Business:**

- a. **Monthly Library Board Training:** The Library Board has agreed to spend 20 minutes at each meeting receiving training. This will meet requirement number 8 for Tier 3 Accreditation. Director Gaughan showed the Board the IA Learns site through the State Library of Iowa. The Board will begin courses through IA learns for their Library Board Training. The Board started training on an IA Learn Kernel: eGaming in Libraries.

**New Business – Consent Agenda:**

**All items appearing on the Consent Agenda are considered routine by the Library Board and shall be enacted by one motion. If discussion is desired, that item shall be removed, discussed separately, and approved by a separate motion by the Library Board.**

- a. **Approval of MidAmerican Invoices:** The April invoice for the Reading Garden and the May invoices for Utilities and the Reading Garden totaled \$1845.19 and is to be paid from the General Fund, line 6371.
- b. **Approval of Bibliotheca Invoice:** This invoice is for the component upgrades to the Self Check machine. This invoice was supposed to be paid over two fiscal years totaling over \$8,000. There is both an invoice and a credit memo, the final total for the self-check machine is \$6,030.79 and is to be paid from the Van Gorp Memorial Fund, line 6727, in one fiscal year, due to the reduced cost.

Motion was made by Bollman, seconded by Pearson, to approve the Consent Agenda. Motion passed.

#### **New Business – Regular Agenda:**

- a. **Approval of Part-Time Pay Increase for FY 23/24:** Director Gaughan is requesting a 7% increase for all part-time library staff. Part-time staff are considered non-contracted employees of the City and can get up to a 7% increase for fiscal year 23/24. This is the maximum increase that non-contracted employees are allowed.

Motion was made by Moore, seconded by Kienzler, to approve a 7% pay increase for part-time Library employees.

Motion passed.

- b. **Approval of Director Pay Increase for FY 23/24:** Department Heads are allowed up to a 7% pay increase for fiscal year 23/24. Director Gaughan requested a 5% increase in her salary to match the increase that all full-time library staff are receiving for fiscal year 23/24. The full-time staff's annual increase is based on what was negotiated for the union contract.

Motion was made by Moore, seconded by Hammes, to approve a 5% pay increase for the Director. Motion passed.

- c. **Final Approval of Location for Giant Chairs in Reading Garden:** The Golden Goose Club is donating one large and two small Adirondak chairs for the Reading Garden. In December, the Board discussed putting the chairs on the north side of the Reading Garden. Final approval of that location is needed so the chairs can be placed before Art in the Square.

Motion was made by Richardson, seconded by Kienzler, to approve placing the Adirondak chairs on the north side of the Reading Garden. Motion passed.

- d. **Approval of Library Technology Plan July 2023 – June 2026:** This plan was presented to the Technology Committee via email. There has not been a written technology plan since 2011. Charles, the Library's IT person, and Director Gaughan created a new three-year technology plan for the Library, covering the period of July 2023 to June 2026.

Motion was made by Pearson, seconded by Hammes, to approve the Library Technology Plan. Motion passed.

- e. **Approval of Revisions or Affirmation of Library Policies:** The Policy and Planning committee met to go over the thirteen policies that need to be affirmed or revised this year and discussed changes. Director Gaughan went over the discussed revisions or affirmations with the entire board.

Motion was made by Kienzler, seconded by Pearson, to approve the revisions to eight policies and affirmations of five policies. Motion passed.

**Approval of Claims:** Motion was made by Moore, seconded by Pearson, to approve payment of the May claims. Motion passed.

**President's Remarks:** No remarks were made by President Collins.

**Adjournment:** Motion was made by Kienzler, seconded by Bollman, to adjourn. Motion passed.

The next regular meeting will be on Monday, June 26, 2023, at 4:00 p.m., on the third floor of the library.

Respectfully submitted,  
Gracia Ver Steegh  
For the Board