

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, March 28, 2022 —4:00 P.M.

The meeting was called to order by Board President Donna Crookham. Roll call was taken by Administrative Assistant Dunne-McKee with Trustees Sharon Hammes, Julie Hansen, Sarah Kienzler, Scottie Moore, Diana Pearson, Minnie Richardson, and Lindsey Thomas present at the meeting. Director Marion Gaughan was also present. Michael Collins was excused.

Minutes: Crookham called for a motion to approve the minutes from the February Library Board meeting. Motion was made by Kienzler, seconded by Moore, to approve the minutes from the February 28, 2022, Library Board meeting. Motion passed.

Board Correspondence, Public Input, and Friends' Report: None.

Director's Report: Director Gaughan told the board:

- The newest part-time employee, Erin Sullivan, started on March 16, 2022, replacing Jessica Walker.
- Julie Dunne-McKee has submitted her resignation, effective July 29, 2022. This position will be posted the first week of April.
- Starting in April there will be a monthly update on the training completed by the Library staff.
- Diane Van Gorp confirmed that the Library Board can decide how to use her recent donation to the Library's Memorial Fund.

Committee Reports:

Staff Committee – Lindsey Thomas, chair: Met and will be in New Business.

Budget & Finance Committee – Donna Crookham, chair: None.

Policy & Planning Committee – Donna Crookham, chair: None.

Technology Committee – Sharon Hammes, chair: None.

Building & Grounds – Michael Collins, chair: None.

Fundraising Committee – Diana Pearson, chair: None.

Unfinished Business:

- a. **Monthly Library Board Training:** Director Gaughan gave Trustees a tour of the Blackwell Memorial Makerspace Lab to learn what equipment is available for use and Trustees also visited the new Children's story time room.

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 Invoice(s):** The March invoice for utilities is a total of \$1,776.50 and is to be paid from the General Fund, line 6371.
- b. **Approval of Trane Invoice:** Invoice for the replacement of the Unit #4 control panel. A total of \$7,010.00 is to be paid from the Library Maintenance Fund, line 6727.

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

New Business – Regular Agenda:

- a. **Approval of the Addition of a Saturday Only Part-time Position:** Director Gaughan requested the addition of an additional part-time person added to the Library's staff to work Saturdays only. There was discussion on how this change would affect scheduling. This was presented to the Staff Committee.

Motion was made by Moore, seconded by Kienzler, to approve the addition of a Saturday only part-time position. Motion passed.

- b. **Library Director's Annual Review:** The annual review of the Director. The Staff Committee met and reviewed staff and trustee evaluations of the Director and met with Director Gaughan to discuss the results. There was discussion on the results of those meetings.

Motion was made by Thomas, seconded by Moore, to accept the review and continued employment of the Library Director. Motion passed.

Approval of Claims: Motion was made by Moore, seconded by Hammes, to approve payment of the March claims. Motion passed.

President's Remarks: None.

Adjournment: Motion was made by Moore, seconded by Hammes, to adjourn. Motion passed.

The next regular meeting will be on Monday, April 25, 2021, at 4:00 p.m., on the 3rd floor of the library.

Respectfully submitted,
Julie Dunne-McKee
For the Board