

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, June 27, 2022 —4:00 P.M.

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

Minutes: Crookham called for a motion to approve the minutes from the May Library Board meeting. Motion was made by Richardson, seconded by Collins, to approve the minutes from the May 23, 2022, Library Board meeting. Motion passed.

Board Correspondence, Public Input, and Friends' Report: Friends approved four venues for the Adventure Pass program but only three have been paid at this point. The Friends have passed their bylaws to include term limits.

Director's Report: Director Gaughan told the board:

- Staff are continuing to work toward completing the online safety courses for city employees.
- Three new people have joined the staff: Hayley Booth is the Saturday-only part-time person and started June 11, 2022. Gracia DeBoer is the new Administrative Assistant and Kaitlin Kalbach is the new Youth Librarian. Both Gracia and Kaitlin started June 22, 2022.
- Board members agreed to meet with staff during the staff meeting at 9:00 a.m. on Wednesday, July 13th. City Manager Amal Eltahir will also attend.

Committee Reports:

Staff Committee – Lindsey Thomas, chair: None.

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: Met via email and will be in New Business.

Fundraising Committee – Diana Pearson, chair: None.

Unfinished Business:

- a. **Monthly Library Board Training:** The Library Board has agreed to spend 20 minutes each meeting receiving training. This will meet requirement number 8 for Tier 3 Accreditation. Director Gaughan continued going through the Trustee's Handbook.

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 May invoices for utilities and for the Reading Garden meter totals \$2,402.53 and is to be paid from the General Fund, line 6371.

Motion was made by Collins, seconded by Hansen, to approve the Consent Agenda. Motion passed.

New Business – Regular Agenda:

- a. Library Board Elections:** Annual election of Board President and Board Vice President.

Motion was made by Hansen, seconded by Richardson, to elect Michael Collins as Board President. Motion was made by Richardson, seconded by Collins, to elect Sharon Hammes as Board Vice President. Board committees will be decided at the July meeting. Motion passed.

- b. Approval of New Part-Time Position:** Addition of a 12 hours/week part-time position primarily for cataloguing. This was previously presented to the Staff Committee.

Motion was made by Pearson, seconded by Collins, to approve a part-time cataloguing position. Motion passed.

- c. Approval of AirCon Boiler Repair Quote:** This quote is for the unexpected repair/replacement of a boiler pump. This was presented to the Building & Grounds Committee via email. The amount of \$5,400.00 is to be paid from the Library Maintenance Fund, line 6310.

Motion was made by Collins, seconded by Hansen, to approve the AirCon quote. Motion passed.

Approval of Claims: Motion was made by Hansen, seconded by Richardson, to approve payment of the June claims. Motion passed.

President's Remarks: Crookham thanked all trustees of the Board for their service to the library. Crookham also thanked Director Gaughan and Administrative Assistant Dunne-McKee for taking the library through difficult times over the last few years.

Adjournment: Motion was made by Hansen, seconded by Collins, to adjourn. Motion passed.

The next regular meeting will be on Monday, July 25, 2022, at 4:00 p.m., on the 3rd floor of the library.

Respectfully submitted,
Julie Dunne-McKee
For the Board