

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, DECEMBER 19, 2022 —4:00 P.M.

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

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

Minutes: Collins called for a motion to approve the minutes from the November Library Board meeting and the December Special Library Board meeting. Motion was made by Hammes, seconded by Richardson, to approve the minutes with corrections needed on both sets of minutes. There were some spelling errors noted by the board on both that Administrative Assistant DeBoer will correct. Motion passed.

Board Correspondence, Public Input, and Friends' Report: Director Gaughan told the board that there was a card from the Ottumwa Public Library thanking Director Gaughan for her time giving them a tour of the Oskaloosa Public Library. The Ottumwa Public Library wants to expand and keep their Carnegie designation. The Friends group did not meet. Director Gaughan noted that there was no public input.

Director's Report: Director Gaughan told the board:

- The Fantasy/Fiction shift has now been completed.
- The GlowForge printer is working for wood. The other materials it can work with are in need of further testing, before those materials will be available to the public.
- Thanked the staff for their treats they gave the staff the week prior.
- The Winter Read program will run January 9th – February 24th, 2023. When a patron's first bookmark is turned in, they will receive a Winter Read tote bag. All bookmarks will be entered into a drawing for a Kindle Fire Tablet. There will be three available to win, one for kids, one for teens, and one for adults. The drawing will be on the 24th of February.
- Director Gaughan will be taking a day of vacation on January 9th.
- Donna Crookham's memorial money will be split evenly between the Makerspace Lab and the purchase of new books.

Committee Reports:

Staff Committee – Lindsey Thomas, chair: None.

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

Policy & Planning Committee – Lindsey Thomas, 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:** 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 reviewed the job descriptions for the Youth Librarian job and the Director job. This concluded the job descriptions. Director Gaughan also went over the Inclement Weather policy in advance of severe winter weather moving in. The Board asked some clarifying questions as they went through them so they could understand what was stated.

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.

There was nothing on the Consent Agenda due to the MidAmerican invoices not arriving before the Board Meeting.

New Business – Regular Agenda:

- a. Approval of Contracting City Library Service Agreements:** These are the annual agreements for the cities of Beacon, Leighton, Keomah Village, and University Park for library services rendered by the Oskaloosa Public Library.

Motion was made by Moore, seconded by Pearson, to approve the Contracting City Library Service Agreements. Motion passed.

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

President's Remarks: President Collins wished everyone Happy Holidays. He also commented on how nice the lights on the building both inside and outside.

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

The next regular meeting will be on Monday, January 23, 2022, at 4:00 p.m., on the 3rd floor of the library.

Respectfully submitted,

Gracia DeBoer

For the Board