

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY, January 23, 2023 —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 Brant Bollman, Sharon Hammes, Julie Hansen, Sarah Kienzler, Diana Pearson, Minnie Richardson, and Lindsey Thomas present at the meeting. Director Gaughan was also present. Trustee Scottie Moore was absent.

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

**Board Correspondence, Public Input, and Friends' Report:** Director Gaughan told the Board that the Friends group met January 18. They agreed to sponsor the grand prizes for the Winter Reading program. They will also sponsor the March "Remember the Apron" program. Director Gaughan noted that there was no public input or Board Correspondence.

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

- The Library received a check from the Lois Roets estate. The check totaled \$24,617.88. Director Gaughan recommended that this money be placed in the Memorial Account and not designated, therefore leaving is available for future projects and/or needs of the Library. The Board agreed.
- Director Gaughan will be on vacation February 13<sup>th</sup> – February 18<sup>th</sup>.
- The first and third floors of the library will be painted the week of February 13.
- The Library's second annual Winter Reading program started on January 9<sup>th</sup> and runs through February 23<sup>rd</sup>. As of the morning of January 23, there had been 56 first entry bookmarks turned in, totaling 16,800 minutes read of the 125,000-minute goal.
- The PEO has asked Marion to speak to their group in November. Marion is still working on booking the remainder of the months in 2023 to speak to a community group, with the goal of 12 groups this year.
- An update on the Self-Check machine was provided. The Self-Check that Bibliotheca sold the library will not deactivate the security in the books. Bibliotheca will work to back their product. They will take back the Self-Check that does not work and they will update the monitor, scanner, printer, and cradle on the current Self-Check machine. This will be the same cost that the new machine was.

**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 went over the General Fund Budget Sheet with the Board. The Board asked several questions regarding what the required expenditures are as Director Gaughan explained the current budget.

**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 December invoices for utilities and for the Reading Garden meter totals \$2,084.55 and is to be paid from the General Fund, line 6371. December invoices arrived after the December board meeting and the January invoices did not arrive before the January board meeting.
- b. **Approval of Trane Invoice:** Bi-annual invoice for preventative maintenance. The invoice totaled \$1,575.00 and is to be paid from the Library Maintenance Fund, Line 6490.
- c. **Approval of Trane Maintenance Agreement:** This is the maintenance agreement for 2023. The agreement totals \$4,744.00.

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

**New Business – Regular Agenda:**

- a. **Approval of Paint Color Choices:** Motion was made by Kienzler, seconded by Richardson to open discussion regarding the paint colors. The Library has contracted with Lake Painting to paint the 1<sup>st</sup> and 3<sup>rd</sup> floors of the library. The Board was presented with staff choices for the main walls and accent colors on the pillars. The Board discussed the colors presented and approved colors similar to what the staff chose. The final color choices presented by the Board were Whirlpool, Santorini Blue, Haven, and Greenfield for the first-floor columns. They also approved repainting the main walls and the third-floor columns the same color they are currently (or as accurately as possible to the current color).

Motion was made by Kienzler, seconded by Hammes, to approve the colors decided by the board during the meeting. Motion passed.

**Approval of Claims:** Motion was made by Pearson, seconded by Richardson, to approve payment of the December claims. There will need to be \$500.00 moved from the Library Maintenance Fund moved to General Fund line 6727. Motion was made by Pearson, seconded by Hansen, to approve claims with this change. Motion passed.

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

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

The next regular meeting will be on Monday, February 27, 2023, at 4:00 p.m., on the 3rd floor of the library.

Respectfully submitted,  
Gracia DeBoer  
For the Board