

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY, January 24, 2022 —4:00 P.M.**

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

**Minutes:** Crookham called for a motion to approve the minutes from the December Library Board meeting. Motion was made by Hansen, seconded by Pearson, to approve the minutes from the December 27, 2021, Library Board meeting. Motion passed.

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

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

- Scottie Moore has been appointed to the Library Board to complete the term vacated by Merle Mann. Scottie's first meeting will be in February.
- The Winter Reading Challenge has had good response with 197 bookmarks taken and 28 mugs handed out. We're in the 3rd week and more than half-way to the reading goal.
- Four fire extinguishers needed to be replaced because they were at the end of their life cycle.
- Crookham and Gaughan have approved a reinvestment of \$65,000 of the Bequest Fund back into 10-year bonds.
- The first reading of the Library Ordinance passed. There will be two more readings.

**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:** 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 reviewing a section of the new handbook. This will meet requirement number 8 for Tier 3 Accreditation. Director Gaughan continued reviewing the Iowa Trustee 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 January invoice for utilities is a total of \$2,174.20 and is to be paid from the General Fund, line 6371.

- b. Approval of AirCon Invoice:** Invoice for the replacement of the control panel on the lag boiler. A total of \$2,085.00 is to be paid from the Library Maintenance Fund, line 6310.
- c. Approval of Dell Invoice:** Invoice for the FY 21/22 computers, included in the CIPs. A total of \$6,324.25 is to be paid from the Memorial Fund (Zajec), line 6727.

Motion was made by Thomas, seconded by Kienzler, to approve the Consent Agenda. Motion passed.

**New Business – Regular Agenda:**

- a. Discussion and Approval of Material Reconsideration Committee Recommendation:** The review committee met on January 18, 2022, to discuss and formulate a recommendation for the Library Board. There was discussion on the topic of the material in question, the library's role in providing materials, and of the committee's recommendation which was included in the Library Board packet.

Motion was made by Pearson, seconded by Thomas, to accept the material reconsideration committee recommendation. Motion passed.

- b. Discussion and Approval of Whether to More Fully Open Meeting Rooms:** There was review of the public meeting room use needs with regard to limitations. Gaughan noted that all groups have been accommodated with rooms limited to half-capacity.

Motion was made by Hansen, seconded by Kienzler, to maintain the half-capacity limit for meeting room use. Motion passed.

**Approval of Claims:** Motion was made by Collins, seconded by Hammes, to approve payment of the January claims. Motion passed.

**President's Remarks:** Crookham thanked the reconsideration committee for their input and efforts. Crookham also thanked Gaughan for her presentation to the Supervisors.

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

The next regular meeting will be on Monday, February 28, 2021, at 4:00 p.m., on the 3rd floor of the library.

Respectfully submitted,  
Marion Gaughan  
For the Board