

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, January 25, 2021 —4:00 P.M.
(Meeting Held Virtually in a Zoom Meeting Platform due to the COVID-19 Pandemic)

The meeting was called to order by Board President Chris Harbour. Roll call was taken by Administrative Assistant Julie Dunne-McKee with Trustees Kathy Anderson, Michael Collins, Donna Crookham, Julie Hansen, Diana Pearson, and Lindsey Thomas present at the meeting. Also present was Library Director Marion Gaughan.

Minutes: Harbour called for a motion to approve the minutes from the December Library Board meeting. There was discussion on the continued issue of missing materials check-ins and the planned re-training. Motion was made by Crookham, seconded by Pearson, to approve the minutes from the December 28, 2020, Library Board meeting. Motion passed.

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

Director's Report: Marion told the board:

- The Library's Server Project is in the beginning stages. The server, rack, and shelving has arrived and the Library's IT person has begun the process of moving all the cables, switches, and battery backup.
- The Library is waiting for quotes for the memorial sign for the Blackwell Makerspace from two local companies. The rest of the project is on hold until the budget amendment is approved by the public and by City Council in March 2021.
- Marion will be taking a vacation day on Friday, February 5, 2021.

Committee Reports:

Staff Committee – Merle Mann, chair: None.

Budget & Finance Committee – Chris Harbour, chair: None.

Policy & Planning Committee – Donna Crookham, chair: Met via email and will be in New Business.

Technology Committee – Merle Mann, chair: None.

Building & Grounds – Chris Harbour, chair: Met via email and items will be in New Business.

Fundraising Committee – Diana Pearson, chair: None.

Unfinished Business: None.

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:** Invoice is for the monthly utilities. The Library utilities total of \$1,523.11 is to be paid from the General Fund, line 6371. The Reading Garden total of \$10.30 is to be paid from the General Fund, line 6371.
- b. **Approval of LibLime (KOHA) Invoice:** Annual invoice is for the Circulation System Maintenance agreement. A total of \$2,500.00 is to be paid from the General Fund, line 6490.

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

New Business – Regular Agenda:

- a. **Approval of Strategic Plan Survey:** A survey needs to be conducted to develop a five-year strategic plan which is due to the State Library by June 30, 2021. The survey for patrons and non-patrons includes demographic information as well as information on Strategic Planning categories. Surveys will be available electronically via link on the Library's website and social media, paper copies will be available at the Library, and postcards will be mailed to Mahaska County and Oskaloosa residents as well as being distributed at several local stores and businesses. Surveys will be available February 1, 2021, to February 28, 2021. This was presented to the Policy & Planning Committee via email.

Motion was made by Hansen, seconded by Pearson, to approve the Strategic Plan survey. Motion passed.

- b. **Approval of Wall Art for Story Time Room:** The current story time room is going to be converted to a Makerspace room and the current Children's computer lab will become the new story time room. Rough designs for child-friendly wall art were submitted by three local artists for the new story time space. The artists will donate their time to paint the new story time room with supplies provided by the Library. This was presented to the Building & Grounds Committee via email.

Motion was made by Collins, seconded by Anderson, to approve the Story Time Wall Art project. Motion passed.

- c. **Discussion and Approval of Maintaining Phased Re-opening:** There are no significant changes in the pandemic, though vaccinations have begun. All City Departments are to remain open by appointment through at least April 1, 2021. The Library continues to be open by appointment with temporary hours and continues to provide services including browsing, curbside pick-up, and using the computer lab, to patrons. One meeting room is available for limited use and all programming is done via video posted to social media.

Motion was made by Hansen, seconded by Pearson, to approve maintaining the phased re-opening. Motion passed.

Approval of Claims: Motion was made by Crookham, seconded by Anderson, to approve payment of the January claims. Motion passed.

President's Remarks: Harbour is glad to see the marked improvement in utility bills and again thanked the director and the staff for their dedication.

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

The next regular meeting will be on Monday, February 22, 2021, at 4:00 p.m., via a Zoom Virtual Meeting.

Respectfully submitted,
Julie Dunne-McKee
For the Board