

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, February 22, 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, Sharon Hammes, Julie Hansen, Merle Mann, and Diana Pearson present at the meeting. Also present was Library Director Marion Gaughan.

Minutes: Harbour called for a motion to approve the minutes from the January Library Board meeting. Motion was made by Mann, seconded by Crookham, to approve the minutes from the January 25, 2021, Library Board meeting. Motion passed.

Board Correspondence, Public Input, and Friends' Report: The Friends met this month and will not meet again until April.

Director's Report: Marion told the board:

- The Library's Strategic Planning Survey has had 205 responses as of the February Library Board meeting. Ten percent of the county population is needed for the survey, which is 1,200 responses. Osky News, Oskaloosa Herald, Chamber of Commerce, and KBOE have all been asked to share the survey. Mahaska Drug, Fareway, Hy-Vee, Breadeaux Pizza, and Wanderlunch have been asked to distribute postcards to the public. All the postcards sent from the Library were mailed by February 8, 2021. Marion asked that everyone, family members and non-Library users included, take the survey.
- The new story time room wall art is coming along and is about 60% complete. The artists have completed the south wall and are nearly done with the west wall.
- The solar conversion project is in motion. Site visits were conducted by SolarRay and Atwood Electric during the week of February 15, 2021.

Committee Reports:

Staff Committee – Merle Mann, chair: None.

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

Policy & Planning Committee – Donna Crookham, chair: None.

Technology Committee – Merle Mann, chair: None.

Building & Grounds – Chris Harbour, chair: None.

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 invoice was not available by the meeting date and will be moved to the March invoices. The Reading Garden total of \$10.30 is to be paid from the General Fund, line 6371.

- b. Approval of Johnson Controls Invoice:** Invoice is for materials for replacing the fire panel. A total of \$2,529.18 is to be paid from the Memorial Fund, line 6727.

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

New Business – Regular Agenda:

- a. Discussion and Approval of Maintaining Phased Re-opening:** All City Departments are to remain open by appointment through at least April 1, 2021 and the city's mask mandate remains in place. There was discussion on the fluid situation and on vaccination rates in the state and county. The Library continues to be open by appointment with temporary hours and walk-ups are accommodated. The Library continues to provide a variety of services to patrons including browsing, curbside pick-up, and using the computer lab. One meeting room is available for limited use and all programming is done via video posted to social media.

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

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

President's Remarks: Harbour thanked the director and the staff for their continued work efforts.

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

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

Respectfully submitted,
Julie Dunne-McKee
For the Board