

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, February 27, 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, Scottie Moore, Diana Pearson, and Minnie Richardson present at the meeting. Director Gaughan was also present. Trustee Lindsey Thomas was absent. Two special guest presenters were also present.

Minutes: Collins called for a motion to approve the minutes from the January Library Board meeting. Motion was made by Hansen, seconded by Richardson, to approve the minutes. Motion passed.

Board Correspondence, Public Input, and Friends' Report: Administrative Assistant De Boer told the board that the Friends group met on February 22. She told the board that the Friends group will sponsor a Sled Dog presentation for the Summer Reading program – date to be determined. They will also sponsor the Remember the Apron program, which is March 22 at 1:30pm. Director Gaughan noted that there was no public input or Board Correspondence.

Director's Report: Director Gaughan told the board:

- The Library was named in the will and estate for Jim Zimmerman. That is still in probate, so the Library does not know what they will receive from that estate.
- The 1st and 3rd floor painting projects are complete. Director Gaughan encouraged the members of the board to take some time to look at it.
- Winter reading was a huge success. The goal was 125,000 minutes, but 183,000 total minutes were read. There were 203 participants, which is 50 more than last year.
- Director Gaughan has been keeping watch on the Iowa House Transparency Bill. While the bill is not directed at public libraries, there is concern about it coming back to public libraries if it passes.

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: Met via email regarding dividing walls in room A/B. Will be discussed in New Business.

Fundraising Committee – Diana Pearson, chair: None.

Unfinished Business:

- a. **Monthly Library Board Training:** This item was moved to after the Consent and Regular Agendas due to guest presenters. 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 Copier, Local Option Sales Tax, Riefe Memorial, Reading Garden Expansion, Memorial, Maintenance, and Miscellaneous Grands Funds Budget Sheets with the Board. Discussion on various areas happened as the Board looked over the documents.

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. **Update on the Native Plantings in the Reading Garden:** Motion was made by Pearson, seconded by Richardson, to move this item to the Regular Agenda for its own vote. Motion passed.

- b. Approval of MidAmerican Invoices:** The January and February invoices for utilities and the January invoice for the Reading Garden meter totals \$4,629.12 and is to be paid from the General Fund, line 6371.
- c. Approval of AirCon Invoice:** The invoice for Quarterly Preventative Maintenance Agreement totaled \$1,526.50 and is to be paid from the Library Maintenance Fund line 6490.
- d. Approval of ProQuest Subscription Renewal:** This is the Ancestry and Heritage Quest company. The renewal quote is \$3,286.17 and will be paid from General Fund line 6419.
- e. Approval of Bridges Renewal:** The renewal quote totaled \$2,727.18 and is to be paid from General Fund line 6502.

Motion was made by Hammes, seconded by Bollman, to approve Consent Agenda Items b-e. Motion passed.

New Business – Regular Agenda:

- a. Approval of Rain Garden:** This item was moved from Consent Agenda, item a. Sara Aguilar and Joy Van Wyngarden, who work for the Mahaska County Soil and Water Conservation District, updated the Board on the Native Plants and rain garden area for the Reading Garden. They distributed packets with the plans for the area. Planting will happen in late April or early May. An herbicide will be applied to remove the current plants to prevent weeds. Following that, a wide variety of native plants will be planted in the area. This will be a pollinator friendly garden. To use the cost share funding, there is an application to fill out. Director Gaughan noted that the cost-share funding needs a 501(c)3 group, so it will be going through the Friends board. The Library board will need to approve moving forward on the project before it can be presented to the Friends.

Motion was made by Hansen, seconded by Kienzler, to approve moving forward with the needed paperwork and involvement of the Friends group for the Rain Garden and Native Plantings area of the Reading Garden. Motion passed.

- b. Approval of State Library Accreditation:** These documents were emailed to the board in advance. To continue to be at Tier Level 3 of State Accreditation, there are several documents that need to be submitted.

Motion was made by Hansen, seconded by Pearson, to approve the submittal of the Accreditation Documents as they currently are. Motion passed. Kienzler was absent for this vote.

- c. Approval of Removing the Dividing Wall in Room A/B:** This was presented to the Building and Grounds committee via email. The dividing wall has not been used in several years. Due to that, all its weight is on one area of the ceiling. Staff suggested removing the dividing walls to eliminate that weight and the potential trip hazard. The dividing wall would be placed on the disposal list.

Motion was made by Moore, seconded by Richardson, to remove the dividing wall in Room A/B. Motion passed. Kienzler was absent for this vote.

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

President's Remarks: Collins noted how amazing the results of the Reading Program were.

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

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

Respectfully submitted,
Gracia DeBoer
For the Board