

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY, March 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 Donna Crookham, Sharon Hammes, Julie Hansen, Merle Mann, 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 February Library Board meeting. Motion was made by Crookham, seconded by Thomas, to approve the minutes from the February 22, 2021, Library Board meeting. Motion passed.

**Board Correspondence, Public Input, and Friends' Report:** Public input regarding the Phased Re-opening will be in New Business.

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

- The Library's Strategic Planning Survey has had 322 responses, about 2.5% of the city, as of the morning of the March Library Board meeting. The survey closes on March 31, 2021. Marion will need to move forward with the strategic plan in order to deliver it to the State Library by June 30, 2021.
- The new Fire Panel has been installed. This was on the CIPs for Fiscal Year 2020/2021.
- Three Library Board members' terms will be ending on June 30, 2021. Chris Harbour and Kathy Anderson have both served two terms and cannot be reappointed. Lindsey Thomas is completing the term vacated by Sally Posovich.
- The solar conversion project has three quotes. Marion is awaiting a fourth quote before presenting to the Building & Grounds Committee.
- An email address has now been set up for the Library Board available by a link on the Library website.

**Committee Reports:**

**Staff Committee – Merle Mann, chair:** Met via email and will be in New Business.

**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 February Library utilities total of \$1,754.72 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 AirCon Invoice:** Invoice is for the quarterly maintenance agreement. A total of \$1,482.00 is to be paid from the Library Maintenance Fund, line 6490.

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

**New Business – Regular Agenda:**

- a. Approval of Monthly Library Board Training:** For the Library to meet one of the Tier 3 level requirements, the Library Board members must have 3 to 5 hours of training each year. The new Library Trustee Handbook is now available. The Director suggests the Library Board spend 20 minutes at each Library Board meeting reviewing a section of the new handbook to meet that requirement.

Motion was made by Crookham, seconded by Hansen, to approve of monthly Library Board training. Motion passed.

- b. Discussion and Approval of Maintaining Phased Re-opening:** The Library is receiving some positive and some negative feedback on current procedures and restrictions. While some places are moving toward fully opening, the procedures and restrictions currently in place help the Library follow the CDC guidelines of social distancing, wearing a face mask, and washing hands in the interest of staff and patron health and safety. The staff has not yet had the opportunity to begin getting their vaccinations. There was discussion on how and when to move toward lifting some restrictions, especially regarding assisted patron browsing, and on what hours the Library should be open. Due to fewer number of staff, shifting back to a six-day schedule will be a strain on existing staff. Keeping the temporary five-day schedule for another month would allow time for the hiring of a part-time staff person and would allow staff to make incremental changes in procedure. Due to social distancing, the current restrictions on computer use and meeting room use will need to remain in place. Trustees agreed that easing of restrictions should be incremental and that staff input will continue to be taken into consideration in making changes.

Motion was made by Hammes, seconded by Mann, to approve maintaining the phased re-opening until the April Library Board meeting and ease into opening in May. Motion passed.

**Approval of Claims:** Motion was made by Thomas, seconded by Crookham, to approve payment of the March claims. Motion passed.

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

**Closed Session:** A Closed Session was held to conduct the Director's annual review, adjourned at 4:30 p.m. and reconvened to Open Session at 4:42 p.m. Motion was made by Crookham, seconded by Mann, to accept the Staff Committee's report. Motion passed.

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

The next regular meeting will be on Monday, April 26, 2021, at 4:00 p.m., via a Zoom Virtual Meeting.

Respectfully submitted,  
Julie Dunne-McKee  
For the Board