

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, March 23, 2020—4:00 P.M.

The meeting was called to order by Board President Chris Harbour. Roll call was taken by Board Secretary Julie Dunne-McKee with Trustees Michael Collins, Donna Crookham, Sharon Hammes, Julie Hansen, Merle Mann, and Diana Pearson present at the meeting. Also present at the meeting 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 Mann, seconded by Crookham, to approve the minutes from the February 24, 2020, Library Board meeting. Motion passed.

Board Correspondence, Public Input, Friends' Report, or Teen Advisory Report: None.

Director's Report: Marion told the board

- The Library is closed to the public beginning March 17 until further notice due to the spread of the COVID-19 virus. This will be discussed in New Business.
- At the April meeting we will welcome our newest Library Board member, Lindsey Thomas, who will take over Sally Posovich's term.

Committee Reports:

Staff Committee – Merle Mann, chair: Met via email and will be in new business.

Budget & Finance Committee – Chris Harbour, chair: Met via email and will be in new business.

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 – Approval of 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** – Monthly utilities invoices for February is \$1,620.11, to be paid from the General Fund, line 6371.

Motion was made by Pearson, seconded by Mann, to approve the Consent Agenda. Motion passed.

New Business – Regular Agenda:

a. Approval of Overdue Fines Letter – This letter will be sent to roughly 482 patrons having long overdue fines between \$10 and \$30 in the last five years, to both bring the patrons back to the Library and to recoup those funds. This was presented to the Budget & Finance Committee via email for review. Motion was made by Crookham, seconded by Mann, to approve the overdue fines letter to be sent at a later date. Motion passed.

b. Discussion of Des Moines Register Subscription – The Des Moines Register subscription is increasing this year by \$187 and is now \$762 for a one-year subscription. By comparison, the Wall Street Journal is \$539.88 for a one-year subscription. There was discussion on the Library's budget for materials, newspaper usage, and which major paper to continue subscribing to. Motion was made by Mann, seconded by Pearson, to approve a 6-month renewal of the Des Moines Register, for staff to track usage of the Des Moines Register and the Wall Street Journal, and to revisit renewing the subscription at the end of 6 months. Motion passed.

c. Discussion of COVID-19 – There was discussion on the spread of the novel COVID-19 virus and how the Library staff are handling the situation. The Library closed to the public on March 17, 2020, and full-time and part-time staff are continuing to work, catching up on projects, and working on wiping down the entire collection. Tentatively, the Library is set to reopen on April 13, 2020, pending additional direction from the City, the County, or the Governor. The situation is changing rapidly with many unknowns.

d. Director's Review – This is the annual review of the Library Director. Mann, chair of the Staff Committee, presented a summary of the evaluations completed. Both staff and Trustees gave favorable reviews of Library Director Gaughan.

Approval of Claims: Motion was made by Hammes, seconded by Mann, to approve payment of the March claims. Motion passed.

President's Remarks: Harbour thanked all for attending and reminded all to be safe.

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

The next regular meeting will be on Monday, April 27, 2020, at 4:00 p.m. in the Library meeting room.

Respectfully submitted,
Julie Dunne-McKee
For the Board