

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, March 27, 2023 —4:00 P.M.

The meeting was called to order by Board President Michael Collins.

Roll call was taken by Administrative Assistant Ver Steegh with Trustees Julie Hansen, Sarah Kienzler, Diana Pearson, Minnie Richardson, and Lindsey Thomas present at the meeting. Director Gaughan was also present. Trustees Brant Bollman, Sharon Hammes, and Scottie Moore were absent.

Minutes: Collins called for a motion to approve the minutes from the February Library Board meeting. Motion was made by Kienzler, seconded by Pearson, to approve the minutes. Motion passed.

Board Correspondence, Public Input, and Friends' Report: Director Gaughan told the board that the Friends sponsored the "Remembering the Apron" program. There were 56 in attendance, who all spoke very positively of the presentation. The Friends agreed to sponsor a sled dog program and a magician for Summer Reading, as well as purchasing 200 forms for an Accu-Cut machine, an Accu-Cut machine, and some storage for the forms for the Accu-Cut. These were purchased from a local library. Letters for Summer Reading will be going out at the end of March. 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 Estate of Louise E. Bass. The total amount is not yet known.
- The Library will host a Seed Library through AmeriCorps Green Iowa. There are a few things the Library is still working through, but it is making good progress.
- The Native Plantings in the Reading Garden will begin in Mid-April to early May.
- The Library was mentioned in some of the "**Explore Mahaska County**" documents.

Committee Reports:

Staff Committee – Lindsey Thomas, chair: Met in person regarding Director Gaughan's annual review. Will be discussed in New Business.

Budget & Finance Committee – Michael Collins, chair: Met via Email regarding updated Makerspace pricing and letters for fines and long overdue materials. Will be discussed in New Business.

Policy & Planning Committee – Lindsey Thomas, chair: Met via Email regarding changing the DVD checkout length, Library of Things, and updated policies to reflect these changes. Will be discussed in New Business.

Technology Committee – Sharon Hammes, chair: None.

Building & Grounds – Michael Collins, chair: None.

Fundraising Committee – Diana Pearson, chair: None.

Unfinished Business:

- a. **Monthly Library Board Training:** 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 showed the Board how a material gets cataloged before it enters circulation. There was some discussion from the board to clarify how materials are chosen and some questions about cataloging.

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 Invoices:** The March invoice for utilities and the February and March invoices for the Reading Garden totals \$1634.37 and is to be paid from the General Fund, line 6371.
- b. Approval of Swank Movie License Quote:** This is the quote for the licensing that allows the Library to show movies in house. There are around 3,000 movies on the site that are licensed for the Library to use. The quote totals \$621.00 and is valid for 3 years.

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

New Business – Regular Agenda:

- a. Approval of Updated Makerspace Price List:** This was presented to the Budget & Finance Committee via email. The GlowForge is ready to be used by patrons, so there was the addition of draftboard and acrylic for use with the GlowForge. While the Library is not quite ready for acrylic, they are close.

Motion was made by Kienzler, seconded by Hansen, to approve the updated Makerspace Price List. Motion passed.

- b. Approval of Overdue Fees/Fines/Materials Letters:** This was presented to the Budget & Finance committee. The City is requesting that the Library send letters to patrons who have \$10.00 or more in fines or bills for lost items. Letter samples were included in the Board Packet. Director Gaughan requested removing the statement in the letter allowing the return of long overdue materials. These documents were emailed to the board in advance of the meeting.

Motion was made by Kienzler, seconded by Thomas, to approve discussion of this item. Motion passed. Motion was made by Kienzler, seconded by Thomas, to approve the letters with the removal of the option to return the materials. Motion passed. Final approval of the letters will occur in April.

- c. Approval of Extending DVD Checkout Periods:** This was presented to the Policy & Planning committee via email. Staff is requesting that DVDs check out for 5 days with 2 renewals for regular patrons and 9 days with 2 renewals for Friends member patrons. There will also be one day of grace on DVDs.

Motion was made by Kienzler, seconded by Pearson, to extend DVD checkouts. Motion passed.

- d. Approval of Starting a Library of Things Collection:** This was presented to the Policy & Planning committee via email. The Library Staff would like to start a collection in the Library of unique things – cake pans, small tools, games, etc. There are yard games already in house that staff would like to use to begin this collection.

Motion was made by Hansen, seconded by Kienzler, to approve beginning the Library of Things. Motion passed.

- e. Approval of Updated Borrowing and Circulation Policy:** This was presented to the Policy & Planning committee via email. With the changes to the DVD checkout length and the addition of the Library of Things Collection, this policy needed updated.

Motion was made by Kienzler, seconded by Pearson, to approve the updated Borrowing and Circulation Policy. Motion passed.

- f. Approval of Updated Collection Development Policy:** This was presented to the Policy & Planning committee via email. With the addition of the Library of Things Collection, this policy needed updated.

Motion was made by Pearson, seconded by Kienzler, to approve the updated Collection Development Policy. Motion passed.

g. Annual Review of Library Director: This is the annual review of the Library Director's job performance. The Staff Committee met and reviewed staff and trustee evaluations of the Director and met with Director Gaughan to discuss the results. There was discussion of the results of those meetings.

Motion was made by Pearson, seconded by Kienzler, to approve the review of the Library Director. Motion passed.

Motion was made by Thomas, seconded by Kienzler, to approve the continued employment of Marion Gaughan as Library Director. Motion passed.

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

President's Remarks: No remarks were made by President Collins.

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

The next regular meeting will be on Monday, April 24, 2023, at 4:00 p.m., on the 3rd floor of the library.

Respectfully submitted,
Gracia Ver Steegh
For the Board