

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
FRIDAY, April 24, 2020 —4:00 P.M.
(Meeting Held Virtually in a Zoom Meeting Platform, due to the COVID-19 Pandemic)

The meeting began with newest Library Board member, Lindsey Thomas, being sworn in with the oath of office for the Library Board.

The meeting was called to order by Board President Chris Harbour. Roll call was taken by Library Director, Marion Gaughan with Trustees Michael Collins, Donna Crookham, Sharon Hammes, Julie Hansen, Merle Mann, Kathy Anderson, Lindsey Thomas, 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 March Library Board meeting. Motion was made by Mann, seconded by Hammes, to approve the minutes from the March 23, 2020, Library Board meeting. Motion passed.

Board Correspondence, Public Input, and Friends' Report: None.

Director's Report: Marion told the board:

- To please welcome the newest Library Board member, Lindsey Thomas.
- The projects that the staff have been working on since the Library has been closed to the public are: cleaning the entire collection with the approved COVID-19 cleaner, installing security cameras, taking on-line required safety courses, relabeling projects, mending projects, and the genealogy room project.
- On Monday, April 20, 2020, the hourly staff of the Library was placed on furlough. The Library Director will remain working at the Library.

Committee Reports:

Staff Committee – Merle Mann, chair: None.

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

Policy & Planning Committee – Donna Crookham, chair: Met via email and will discuss in New Business.

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. We had the incorrect invoice for last month's billing, so we need to approve both March and April's utility invoices. March's invoice total is \$1,823.02; April's invoice should arrive by April 23, 2020, both to be paid from General Fund, line 6371.
- b. **Approval of ProQuest Invoice:** Invoice is for the annual renewal of Heritage Quest and Ancestry.com (Library Edition) databases. Price has increased \$118.56 from last year. Total is \$3,082.56, to be paid from General Fund, line 6419.

- c. **Approval of Air-Con Invoice:** Invoice for replacement of A/C Unit #4. This unit was approved for replacement in this fiscal year's CIPs. Total is \$43,965.00, to be paid from Memorial Fund (Library Foundation), line 6727.

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

New Business – Regular Agenda:

- a. **Approval of Movie License Renewal:** The Library's movie license that allows us to show approved movie titles to the public at the Library is coming due for renewal in May. The renewal will be for three years at a cost of \$621.00, to be paid from the Children's Memorial Fund.

Motion was made by Pearson, seconded by Mann. Motion passed.

- b. **Approval of Signing Enrich Iowa Letter of Agreement:** This is the annual agreement with the State Library of Iowa. The agreement allows the Library to receive funding from the State Library of Iowa for Open Access patrons and Interlibrary Loan materials.

Motion was made by Crookham, seconded by Hammes. Motion passed.

- c. **Approval of Six-Month Subscription to the Des Moines Register:** The Library will be receiving a new invoice for a six-month subscription to the Des Moines Register after May 7, 2020. The 7th of each month is when the Des Moines Register's billing department sends out invoices. The six-month subscription total is \$205.53 (\$192 for the paper and \$13.53 for change in Delivery Service, Rate, or Length). The twelve-month invoiced price was \$776.18. The Des Moines Register was asked why there was such a discrepancy from an annual to a six-month subscription, and the Library was told that since the Library was changing our subscription, the Library is getting the six-month introductory rate.

Motion was made by Hammes, seconded by Pearson. Motion passed.

- d. **Reaffirmation and/or Updating of Eleven Library Policies:** The following policies are due for reaffirmation and/or updating: Behavior and Conduct, Children's Programming, Employee Dress, Extended Teacher Cards, Gifts, Inclement Weather, Internet Use, Investment, Social Media, Unattended Children, and Volunteer. All of these were presented to Policy and Planning Committee via email with suggested revisions highlighted.

Motion was made by Crookham, seconded by Collins to reaffirm or update all policies, except the Employee Dress in one motion. Motion passed.

- d2. **Employee Dress Policy:** The Employee Dress policy was discussed and changes were requested to the policy. Sleeveless garments, leather garments, appropriate length shorts or skorts, leggings under a tunic, skirt, or dress will be acceptable attire. Tank tops or spaghetti-strap garments, unless worn under other clothing, and beach-style flip-flops will not be acceptable attire. Facial and exposed body jewelry need not be removed and tattoos are acceptable.

Motion was made by Crookham, seconded by Collins to approve Employee Dress policy with suggested changes. Motion passed.

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

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

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

The next regular meeting will be on Monday, May 18, 2020, at 4:00 p.m. via a Zoom Virtual Meeting.

Respectfully submitted,

Marion Gaughan

For the Board