

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, April 24, 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 Brant Bollman, Sharon Hammes, Sarah Kienzler, Scottie Moore, and Diana Pearson were present at the meeting. Director Gaughan was also present. Trustees Julie Hansen and Minnie Richardson arrived during the Friends Report. Trustee Lindsey Thomas was absent.

Minutes: Collins called for a motion to approve the minutes from the March Library Board meeting. Motion was made by Moore, seconded by Bollman, to approve the minutes. Motion passed.

Board Correspondence, Public Input, and Friends' Report: Director Gaughan told the Board that the Friends donated \$1400.00 to the Summer Reading Program. For the Native Plantings in the Reading Garden, there is a reimbursement grant available. The Friends agreed to pay the \$1600.00 up front and have the grant reimburse them at a later date. They are thinking of sponsoring another program by Linda McCann this August. Director Gaughan noted that there was no public input or Board Correspondence.

Director's Report: Director Gaughan told the board:

- Charles and Director Gaughan are updating the Library Technology Plan. The goal is to have this plan presented to the Technology Committee in early May and presented to the entire Board at the May Library Board Meeting.
- The Author event with Hans Frischeisen is on Thursday, April 27.
- Director Gaughan has given Library Tours or has tours scheduled for the Questors Group, Choices Drop-In Center, and the Oskaloosa Community 5th Grade Classes.
- Oskaloosa Christian School has been using the Makerspace Lab as an elective for their 6th graders.
- Director Gaughan will be on vacation on Monday, May 1.

Committee Reports:

Staff Committee – Lindsey Thomas, chair: None.

Budget & Finance Committee – Michael Collins, chair: None.

Policy & Planning Committee – Lindsey Thomas, chair: Met via email regarding policies that will need updated this year. An in-person meeting is scheduled for May 17 to discuss the policies. They also met regarding the long overdue fees and fines letter, which will be discussed in New Business.

Technology Committee – Sharon Hammes, chair: None.

Building & Grounds – Michael Collins, chair: Met via email to discuss painting the metal railing for the exterior stairs at the staff entrance. Will be discussed in New Business.

Fundraising Committee – Diana Pearson, chair: No report. Diana approached the Board during the meeting about a fundraiser for the Library with local artists at the Library for people to enjoy their art, a local musician playing live music, and tours of the Library. There could be tickets or a freewill offering or an entrance fee. This would probably occur in September. Director Gaughan gave initial approval and guidance for the idea and told Diana that her committee would need to do some advance questioning to determine community interest.

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 book is processed. She showed various types of books and how they are prepared for circulation.

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 April invoice for utilities totaled \$1453.12 and is to be paid from the General Fund, line 6371.
- b. Approval of ProQuest Invoice:** This invoice is for the annual renewal of ProQuest, which is for the Genealogy Databases. The invoice totals 3286.17 and is to be paid from General Fund, line 6419.
- c. Approval of Lake Painting Invoice:** This is the invoice for the painting project for the 1st and 3rd floors. The invoice totaled 14,900.75 and is to be paid from two funds – \$11,000.00 from General Fund line 6750 and \$3,900.75 from the Wells Trust Memorial Fund line 6750.

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

New Business – Regular Agenda:

- a. Approval of Painting Staff Entrance Railings:** This was presented to the Building & Grounds Committee via email. The exterior railings at the staff entrance are starting to show a lot of rust. The Building Manager will have enough rustproof paint left over from a project to complete this project. The only cost to the Library will be the time used to complete the project.

Motion was made by Moore, seconded by Pearson, to approve painting of the railings. Motion passed.

- b. Approval of Overdue Fees/Fines/Materials Letters:** The updated letter from the March Board Meeting. This was presented to the Policy & Planning Committee via email. The change in procedure will affect the Borrowing & Circulation policy as written.

Motion was made by Moore, seconded by Hammes, to approve the updated letter. Motion passed.

- c. Discussion of Changing Board Meeting Day and/or Time:** Motion was made by Bollman, seconded by Richardson, to approve discussion of this item. Motion passed. Administrative Assistant Ver Steegh has a change in her graduate school schedule. She will now have class on Monday nights. The Board was asked if they would like to change the meeting day and/or time, or if they will allow Administrative Assistant Ver Steegh to write the meeting minutes via the voice recordings alone. There was some conversation regarding this. The Board agreed to try to say their names when speaking so the minutes can be accurate, but to excuse Ver Steegh from being present at Library Board meetings.

Director Gaughan provided a handout for the Library Board about the recent increase in banned books.

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

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

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

The next regular meeting will be on Monday, May 22, 2023, at 4:00 p.m., on the 3rd floor of the library.

Respectfully submitted,
Gracia Ver Steegh
For the Board