

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, April 26, 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 Kathy Anderson, Michael Collins, Donna Crookham, Sharon Hammes, Julie Hansen, Diana Pearson, 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 March Library Board meeting. Motion was made by Crookham, seconded by Hammes, to approve the minutes from the March 22, 2021, Library Board meeting. Motion passed.

Board Correspondence, Public Input, and Friends' Report: The Friends are considering which Adventure Pass venues to sponsor for the next year. The Library Board was forwarded an email originally sent to the City Manager involving a Library patron's concern regarding pandemic procedures.

Director's Report: Marion told the board:

- The terms of three Library Board members will be ending on June 30, 2021. Lindsey Thomas has filed her paperwork for reappointment to the Library Board. Two positions remain open, one male and one female, and both appointees will need to live within Oskaloosa's city limits. Please send Marion any suggestions for filling these positions.
- The Library has hired a new part-time staff person. Sharon Lanphier started on Monday, April 19, 2021, and comes to us after a 35-year teaching career.
- Marion is reviewing the Strategic Planning Survey results and will have a written Strategic Plan to the Library Board for approval at the May 24, 2021, Library Board meeting.
- Both the Library Board and the City Manager were emailed the Library Director's vacation plan for April 2021 – April 2022. There was discussion on ensuring the Director takes sufficient leave.

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 be in New Business.

Technology Committee – Merle Mann, chair: None.

Building & Grounds – Chris Harbour, chair: Met via email and will be in New Business.

Fundraising Committee – Diana Pearson, chair: None.

Unfinished Business:

- a. **Monthly Library Board Training:** The Library Board has agreed to spend 20 minutes each meeting reviewing a section of the new handbook. This will meet requirement number 8 for Tier 3 Accreditation. Marion reviewed the Library Board of Trustees section of the Oskaloosa Code of Ordinances and gave an overview of the Iowa Library Trustee's Handbook, last updated in 2020, reading through the first chapter and beginning the second chapter. There was discussion on the Board of Trustees Bylaws and the need to update the Library Board of Trustees Code, portions of which were last updated in 2001. The Policy and Planning Committee will further discuss updating the Trustees Code.

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 March Library utilities total of \$1,592.65 and the April Library utilities total of \$1,781.98 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. The total of the three invoices is \$3,384.93.
- b. **Approval of Forbes Office Invoice:** Invoice for the new black and white copier for the 1st floor of the Library, an approved CIP for FY 20/21. A total of \$2,399.00 is to be paid from the Copier Fund, line 6727.
- c. **Approval of AirCon Invoice:** Invoice for the replacement of A/C Unit #2, an approved CIP for FY 20/21. The project came in lower than the original quote by \$10,011. A total of \$48,835.00 is to be paid from the General Fund, line 6727.
- d. **Approval of Johnson Controls Invoice:** Invoice for the replacement of the 20-year-old Fire Panel, an approved CIP for FY 20/21. A total of \$5,120.67 is to be paid from the Memorial Fund, line 6727.

Motion was made by Collins, seconded by Anderson, to approve the Consent Agenda. Motion passed.

New Business – Regular Agenda:

- a. **Approval of AirCon Quote for Additional Drywall:** The Library has not been successful in getting drywall quotes for repair of two areas needing repair due to water damage. The Director asked AirCon if their drywall person would provide a quote for repair on the 1st floor due to a pipe leak and on the 2nd floor due to a roof leak. The total for the quote is \$2,175.00, to be paid from the Library Maintenance Fund, line 6310. This was presented to the Building & Grounds Committee via email.

Motion was made by Collins, seconded by Anderson, to approve the AirCon Quote for Additional Drywall. Motion passed.

- b. **Affirmation of or Approval of Changes to Library Policies:** Five Library Policies need affirmation: AED, Local History & Genealogy, Proctoring, Service to Homebound Patrons, and Sex Offenders. Two Library Policies need approval of changes: Meeting Room and Reference Information Service. These were presented to the Policy & Planning Committee via email. There was discussion on both policies needing approval of changes. Harbour called for three separate motions.

Motion was made by Hammes, seconded by Crookham, to approve affirmation of five policies, Motion passed.

Motion was made by Crookham, seconded by Hammes, to approve changes to the Meeting Room policy, Motion passed.

Motion was made by Crookham, seconded by Anderson to approve changes to the Reference Information Service policy, Motion passed.

- c. **Approval of Accepting a Donated Print:** A Library Patron has asked the Library to accept a framed print of Terrace Hill. This was presented to the Building & Grounds Committee via email.

Motion was made by Collins, seconded by Crookham, to approve the Acceptance of Donated Print. Hansen and Pearson voted nay. Motion carried.

- d. **Approval of Annual Pay Increase for FY 21/22 for Part-time Personnel:** The Library Director is requesting that the part-time personnel receive the same 2.25% annual increase the full-time personnel will receive in FY 21/22. The full-time personnel annual increase is union-approved.

Motion was made by Hammes, seconded by Collins, to approve Annual Pay Increase for FY21/22 for part-time personnel. Motion passed.

- e. **Approval of Annual Pay Increase for FY 21/22 for Library Director:** The Library Director is requesting that the Library Director receive the same 2.25% annual increase the full-time personnel will receive in FY 21/22. The full-time personnel annual increase is union-approved. There was discussion on director salaries for comparable libraries in SE Iowa.

Motion was made by Collins, seconded by Pearson, to approve the Annual Pay Increase for FY 21/22 for Library Director. Motion passed.

- f. **Discussion and Approval of Next Phase of Re-opening:** The Library Director and Library staff has put together a plan for the next phase of re-opening to the public. The May 2021 plan includes returning to regular hours, six days of the week, no longer by appointment. The Director will have a Tuesday – Saturday schedule. Masks will continue to be required in the Library through the end of May. Cloth masks will be available for public to borrow while in the Library. All returned materials will continue to be wiped down, but will no longer quarantined. Curbside pickup will still be available. Computer lab and meeting room restrictions will remain in place to accommodate social distancing guidelines. No additional seating will be available, and the Reading Room, the Story Time room, and the Children’s play area will remain closed. These guidelines will be revisited at the next Library Board meeting.

Motion was made by Hammes, seconded by Anderson, to approve the next phase of re-opening beginning May 3, 2021. Motion passed.

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

President’s Remarks: Harbour commended the Trustees and the entire staff for their support of the Library.

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

The next regular meeting will be on Monday, May 24, 2021, at 4:00 p.m., via a Zoom Virtual Meeting.

Respectfully submitted,
Julie Dunne-McKee
For the Board