

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY, May 18, 2020 —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, Donna Crookham, Sharon Hammes, Julie Hansen, 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 April Library Board meeting. Motion was made by Pearson, seconded by Hammes, to approve the minutes from the April 24, 2020, Library Board meeting with amendments to reflect the approved changes in the Employee Dress Code Policy. Motion passed.

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

**Director's Report:** Marion told the board:

- On Monday, May 11, 2020, the Library's Historic Marker was installed on the left (west) side column at the entrance of the Library. A presentation ceremony will be planned for this fall.
- Mid-American would like the Library to consider changing to the Rate GE plan. Marion suggests that with the Library's current bill ranges and changes in usage due to updating A/C units and the recent closure due to the pandemic, changes to the plan may not be necessary to save money. The Library will remain on our current plan at this time.

**Committee Reports:**

**Staff Committee – Merle Mann, chair:** None.

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

**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 – 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 Tri-City Electric Invoice:** Invoice is for the Library's portion of the Arc Flash study completed for the City of Oskaloosa. A total of \$3,200 is to be paid from Library Maintenance Fund, line 6310.
- b. **Approval of Popular Subscription Services Invoice:** Invoice is for the annual renewal of the Library's Magazine subscriptions. Total is \$967.08, to be paid from General Fund, line 6502.

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

**New Business – Regular Agenda:**

- a. **Approval of Pitney Bowes Rental Agreement:** The Library's Pitney Bowes postage meter five-year agreement is up for renewal. The agreement will increase by \$9.60 over the current agreement and will include a new style of postage meter. There was discussion on the benefits of the Library having its own postage meter.

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

- b. **Approval of Library Re-Opening Plans:** A Library re-opening plan with the Director's suggestions and a re-opening questionnaire from the State Library were included in the Library Board Packet. Each item of the Library re-opening plan was discussed at length. Trustees agreed to temporarily change the Library's open hours to 10:00 a.m. to 6:00 p.m., Monday through Friday. Full-time staff work hours will temporarily change to 9:00 a.m. to 6:00 p.m. Monday through Friday. Part-time staff are not yet called back to work. Concern was expressed for the health and safety of both patrons and staff as we start to re-open to the public.

Motion was made by Crookham, seconded by Pearson. Hansen dissented, stating concern for lack of use of PPE by patrons and staff in preventing spread of COVID-19. Motion carried.

**Approval of Claims:** Motion was made by Hansen, seconded by Crookham, to approve payment of the May claims. Motion passed.

**President's Remarks:** Harbour thanked all for putting in extra time attending via Zoom and reminded all to be safe. Harbour also thanked Director Gaughan for her hard work.

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

The next regular meeting will be on Monday, June 22, 2020, at 4:00 p.m. via a Zoom Virtual Meeting.

Respectfully submitted,  
Julie Dunne-McKee  
For the Board