

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, May 23, 2022 —4:00 P.M.

The meeting was called to order by Board President Donna Crookham. Roll call was taken by Administrative Assistant Dunne-McKee with Trustees Michael Collins, Sharon Hammes, Sarah Kienzler, Scottie Moore, Diana Pearson, Minnie Richardson, and Lindsey Thomas present at the meeting. Director Marion Gaughan was also present. Julie Hansen was excused.

Minutes: Crookham called for a motion to approve the minutes from the April Library Board meeting. Motion was made by Moore, seconded by Richardson, to approve the minutes from the April 25, 2022, Library Board meeting. Motion passed.

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

Director's Report: Director Gaughan told the board:

- Staff continue to work toward completing online safety courses required for city employees.
- She attended the three-hour Director's Roundtable on Thursday May 12, 2022.
- The Musco intern for Summer Reading is Grace Marshall. Her first day is May 31, 2022.
- Four applications were received for the Youth Librarian position and five applications were received for the Administrative Assistant position.
- Staff has considered two possible dates for a meet and greet with the Library Board: June 22nd or July 13th. Board members agreed to meet with staff during the staff meeting at 9am on July 13th.
- Due to rising newspaper costs and decreased content and days delivered, the library will conduct a survey through June to determine patron usage of the Wall Street Journal, the Des Moines Register, and the Oskaloosa Herald (which is no longer locally owned).
- At the June Board meeting will be Board elections and committees will be decided at the July Board meeting.

Committee Reports:

Staff Committee – Lindsey Thomas, chair: None.

Budget & Finance Committee – Donna Crookham, chair: None.

Policy & Planning Committee – Donna Crookham, chair: None.

Technology Committee – Sharon Hammes, chair: None.

Building & Grounds – Michael Collins, 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 receiving training. This will meet requirement number 8 for Tier 3 Accreditation. Director Gaughan demonstrated the variety of online resources available through the library's website.

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(s):** The May invoices for utilities and for the Reading Garden meter totals \$2,160.33 and is to be paid from the General Fund, line 6371.
- b. **Approval of AirCon Invoice:** Remaining balance for replacement of A/C Unit #1. A total of \$8,627.00 is to be paid from the General Fund, line 6727.
- c. **Approval of AirCon Invoice:** Quarterly invoice for preventative maintenance. A total of \$1,482.00 is to be paid from the Library Maintenance Fund, line 6490.
- d. **Approval of ProQuest Invoice:** Annual invoice for Genealogy Databases, Heritage Quest and Ancestry (Library Edition), with a total of \$3,175.04 to be paid from the General Fund, line 6419.
- e. **Approval of GlowForge Invoice:** Invoice for Glowforge unit for Makerspace Lab, a CIP for FY 21/22. A total of \$7,790.00 is to be paid from the Memorial Fund, line 6727.

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

New Business – Regular Agenda:

- a. **Native Landscape Pollinator Garden Proposal Presentation:** Myriam Lafreniere-Landry, Muchakinock Creek Watershed Coordinator from the Mahaska County SWCD, gave a presentation on proposing adding a demonstration pollinator/native planting to the Reading Garden. She detailed the benefits and details of gardening with native plants, a cost-estimate and timeline for planting 5,000 square feet, as well as maintenance, potential partner roles, and additional sources of funds. Photos of successful plantings were distributed and there was discussion on potential sizes and uses of such a garden.
- b. **Approval or Denial of Native Landscape Pollinator Proposal:** Trustees discussed the possibility of adding a Native Landscape Pollinator Garden section to the Reading Garden and what size such a planting should be. Director Gaughan noted that part of the pre-existing Reading Garden plan included a garden section while reserving green space for program usage.

Motion was made by Pearson, seconded by Kienzler, to investigate the pollinator garden idea in the Reading Garden. Motion passed.

- c. **Approval of iRead Invoice:** This invoice is for Summer Reading supplies such as lanyards, kids' bags, teen/adult bags, banners, posters, etc. The Friends of the Library have previously donated funds in the amount of \$1,039.30 to the Library Summer Reading fund to cover the cost of this invoice.

Motion was made by Hammes, seconded by Moore, to approve the iRead invoice. Motion passed.

- d. **Approval of Annual Pay Increase for Part-time Library Staff for FY 22/23:** The Director is requesting the approval of an annual 2% increase for all part-time staff at the Library. The 2% increase is the same annual increase all full-time staff will receive on July 1, 2022.

Motion was made by Moore, seconded by Pearson, to approve the annual pay increase for part-time Library staff. Motion passed.

- e. **Approval of Annual Pay Increase for Library Director for FY 22/23:** The Director is requesting the approval of an annual 2% increase for the Director. The 2% increase is the same annual increase all full-time staff will receive on July 1, 2022.

Motion was made by Moore, seconded by Kienzler, to approve the annual pay increase for the Director. Motion passed.

- f. **Approval of MidAmerican Electric Rate Change in Billing from GD to GE:** The Director is seeking approval to change the Library to GE rate billing for the next 12 months. The estimated savings is more than \$2,000.00 so it would appear to be worth switching from GD to GE billing. This was presented to the Building and Grounds Committee via email.

Motion was made by Collins, seconded by Richardson, to approve the switch from GD to GE billing by MidAmerican. Motion passed.

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

President's Remarks: None.

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

The next regular meeting will be on Monday, June 27, 2021, at 4:00 p.m., on the 3rd floor of the library.

Respectfully submitted,
Julie Dunne-McKee
For the Board