

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, May 24, 2021 —4:00 P.M.
(Hybrid Meeting Held – In Person and Virtually in a Zoom Meeting Platform)

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, Merle Mann, 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 April Library Board meeting. Motion was made by Hansen, seconded by Crookham, to approve the minutes from the April 26, 2021, Library Board meeting. Motion passed.

Board Correspondence, Public Input, and Friends' Report: The Friends are choosing to sponsor the Adventure Pass for the Blank Park Zoo and Reiman Gardens, but are no longer sponsoring the Science Center of Iowa or the Greater Des Moines Botanical Center. Two families will be able to attend the Zoo on the same day. The Friends also plan to donate \$200 to help cover the cost of 2 tents for the Reading Garden during the Summer Reading Program.

Director's Report: Marion told the board:

- The terms of three Library Board members will be ending on June 30, 2021. Lindsey Thomas is planning to begin a 6-year term, and Minnie Richardson has filed her paperwork for appointment to the Library Board. One position remains open; the appointee will need to be male and live within Oskaloosa's city limits. Please send Marion any suggestions for filling this position.
- The Summer Reading Program begins June 7th and runs through July 23rd. All programs will be held outside in the Reading Garden. Two temporary 10x20 canopies will be installed for shade. There will be three programs per week for children and elementary kids, two programs per month for teens and one program per month for adults. The programs will not be rescheduled if cancelled for weather concerns.
- There is a public dedication of the Makerspace Lab and the Historic Marker planned for Wednesday, June 9, 2021, at 6:00 p.m. The Makerspace Lab will be open to the public on June 10, 2021, at 10:00 a.m.
- The Library will be part of this year's Story Book Walk sponsored by the Mahaska County Extension Office. The story book walk will include a story posted on 23 laminated yard signs, and they will put up and take down the signs.
- Marion now has a phone number specifically for Library-related calls so she can work on separating her work life from her home life.

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 read chapters two through four out of the Iowa Library Trustee's Handbook, last updated in 2020, and there was some discussion on various points.

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 May Library utilities total of \$2,274.25 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 invoices is \$2,284.55.
- b. **Approval of ProQuest Invoice:** Invoice for renewal of Heritage Quest and Ancestry.com (Library Edition) online resources for genealogy. A total of \$3,082.56 is to be paid from the General Fund, line 6419.
- c. **Approval of Trane Invoice:** Invoice for the replacement of the HVAC computer system and controller for A/C Unit #2, an approved CIP for FY 20/21. A total of \$21,380.00 is to be paid from the Memorial Fund, line 6727.
- d. **Approval of Makerspace Lab Invoices:** Three invoices for equipment and supplies for the Makerspace Lab. This was an approved CIP for FY 20/21. The total of the three invoices is \$5,120.67 and is to be paid from the Memorial Fund, line 6727.

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

New Business – Regular Agenda:

- a. **Discussion and Approval of MidAmerican Pricing Rates:** The Library is currently on the GD rate. MidAmerican sent a letter detailing GD and GE pricing rates for power usage based on a 5-day and 50-hour weekly schedule. The Library is now on a 6-day and 63-hour weekly schedule. There was discussion on the cost/benefit of changing the fee schedule. This was presented to the Building & Grounds Committee via email.

Motion was made by Collins, seconded by Crookham, to approve the GD rate for MidAmerican Pricing. Motion passed.

- b. **Discussion of Solar Project:** Two companies, Atwood Electric and Simpleray, supplied bids for a Solar Conversion Project for the Library. The two are comparable but have differences. Atwood offers a 101.7 kWdc solar array and their quote would be good for a two-year Fiscal year period. Simpleray offers a 68.2 kW solar array, and their quote would increase roughly 4% annually. Atwood would not expect payment until job completion while Simpleray expects 10% upfront, 50% part-way, and 40% payment upon completion. The solar project will not be budgeted until FY 22/23 at the earliest. This was presented to the Building & Grounds Committee via email.

There was discussion on the expected costs and returns, funding, and fundraising for the solar project. During this informational discussion, the Library Board was leaning towards Atwood Electric.

- c. **Discussion of Library Director's Salary:** The Library Board requested information on Library Director salaries for comparable F-sized libraries. This information was given to all the Library Board members. Director Gaughan is not requesting an increase in salary.

There was discussion on Library Director salaries as correlating with the Director holding an MLS. Director Gaughan is taking courses to work on gaining her Master's Degree in Library Science.

- d. **Approval of Makerspace Lab Policies, Agreements, and Forms:** The Makerspace General Use Policy, a 3D Printer Policy, a Makerspace Equipment Use Agreement Form, and a Makerspace Registration Form need to be approved before the Makerspace can be used by the public. These were presented to the Policy & Planning Committee via email. There was discussion on use of the 3D printer, possible fees for materials, and the process for adding Makerspace fees to the fee schedule.

Motion was made by Crookham, seconded by Hammes, to approve the Makerspace Lab Policies, Agreements, and Forms. Motion passed.

- e. **Approval of Library Five-Year Strategic Plan:** The Library's Five-Year Strategic Plan has been completed using data from the Strategic Plan survey conducted from February 1, 2021, through March 31, 2021. The Four Areas of Service are Early Childhood Literacy, Education/Lifelong Learning, Digital Learning, and Civic/Community Engagement. Part of the Strategic Plan is a timeline and Director Gaughan also included that the Library Board follow up periodically to ensure the plan be put in place. This was presented to the Policy & Planning Committee via email.

Motion was made by Crookham, seconded by Collins, to approve the Library Five-Year Strategic Plan. Motion passed.

- f. **Discussion and Approval of Next Phase of Re-opening:** The Library Director asked Library staff for input in a staff meeting on incrementally increasing re-opening in June. Per the Governor, masks cannot be required as of May 20, 2021. All returned materials will continue to be wiped down. Curbside pickup use has dropped significantly and will be discontinued except for a case-by-case basis. Computer lab restrictions will remain in place to accommodate CDC social distancing guidelines. In addition to Meeting Room A/B, with a maximum of ten people for up to two hours, the Study Room will be available for a maximum of two people for up to two hours. A limited amount of seating will be distributed on the first and second floors. The Reading Room and the Story Time room will remain closed. The Children's play area will be accessible to allow access to the Makerspace Lab, but no toys will be available. These guidelines will be revisited at the next Library Board meeting.

Motion was made by Collins, seconded by Hammes, to approve the next phase of re-opening. Motion passed.

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

President's Remarks: None.

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

The next regular meeting will be on Monday, June 28, 2021, at 4:00 p.m., via a Zoom Virtual Meeting.

Respectfully submitted,
Julie Dunne-McKee
For the Board