

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY, June 22, 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, Michael Collins, Donna Crookham, Sharon Hammes, Julie Hansen, Diana Pearson, and Lindsey Thomas 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 May Library Board meeting and the amended minutes from the April Library Board meeting. Motion was made by Collins, seconded by Crookham, to approve the minutes from the May 18, 2020, Library Board meeting with the addition of Hansen's objection to the Phase I reopening added, and the amended April minutes. Motion passed.

**Board Correspondence, Public Input, and Friends' Report:** The Friends are once again sponsoring the Adventure Pass program. The included locations for this year are the Blank Park Zoo, the Greater Des Moines Botanical Garden, and the Science Center of Iowa.

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

- For Curbside Pickup, as of Monday, June 15, 2020, staff has made 317 phone calls, had 266 pickups, and has pulled 1,058 items for patrons.
- Scheduled Computer Use, as of Monday, June 15, 2020, has had 26 patrons using the service. Both services are being well-used and going well.

**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 MidAmerican Invoice:** Invoice is for the monthly utilities. A total of \$840.19 is to be paid from the General Fund, line 6371.
- b. **Approval of Johnson Controls Invoice:** Invoice is for the annual Fire Alarm, Wet Sprinkler, and Intrusion systems maintenance. A total of \$2,815.31, is to be paid from the Library Maintenance Fund, line 6490.
- c. **Approval of Trane Invoice:** Invoice is for the bi-annual service agreement for HVAC controls. A total of \$1,442.50 is to be paid for the Library Maintenance Fund, line 6490.

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

## **New Business – Regular Agenda:**

- a. Discussion and Approval of Re-Opening Plan, Phase II:** The Library Board packet contains Plan A and Plan B, both of which have suggestions from the Library Director for how Phase II of reopening to the public during the pandemic should be handled. Plan A would allow the part-time staff returning to work time to acclimate to new procedures, while the Library continues operating with temporary open hours from 10:00 a.m. to 6:00 p.m. through August 1st. Trustees encourage staff to continue using PPE. There was discussion on encouraging patrons to wear masks while spending significant time in the computer lab. The Library Board is not mandating masks to be worn at this time, but could choose to do so at a later date. The Library Board requests signage be posted informing patrons of the potential risk of coronavirus transmission while using the computer lab, in lieu of creating a COVID-19 policy. To meet social distancing guidelines, only four computers will be available for use. The total number of patrons allowed in the building will also be limited to meet social distancing guidelines. Library staff will continue to clean all items and surfaces that have been touched and will actively assist patrons entering the building. This situation is fluid and this plan is flexible, and the Library Director has the authority to change the plan as needed for the safety of the patrons and staff, including reverting back to curbside service only.

Motion was made by Pearson to approve the Re-Opening Plan Phase II, Plan A, seconded by Collins. Motion passed.

- b. Approval of Fiscal Year 20/21 Annual Pay Increase for Part-Time Staff:** The full-time employees are receiving a 2% annual increase set per the Union Contract. The Library Director is requesting the same 2% increase for the part-time employees.

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

- c. Approval of Fiscal Year 20/21 Annual Pay Increase for Library Director:** The full-time employees are receiving a 2% annual increase set per the Union Contract. The Library Director is requesting the same 2% increase for the Library Director.

Motion was made by Hansen, seconded by Crookham. Motion passed.

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

**President's Remarks:** Harbour thanked the Library staff for their work in serving patrons with the current restrictions, asked all to continue safe practices and be healthy, and made sure it is known the Board is available should the Director need assistance.

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

The next regular meeting will be on Monday, July 27, 2020, at 4:00 p.m. via a Zoom Virtual Meeting.

Respectfully submitted,  
Julie Dunne-McKee  
For the Board