

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, June 28, 2021 —4:00 P.M.

The meeting was called to order by Board Vice President Julie Hansen. Roll call was taken by Administrative Assistant Julie Dunne-McKee with Trustees Kathy Anderson, Michael Collins, Donna Crookham, and Lindsey Thomas present at the meeting. Also present was Library Director Marion Gaughan.

Minutes: Hansen called for a motion to approve the minutes from the May Library Board meeting. Motion was made by Crookham, seconded by Anderson, to approve the minutes from the May 24, 2021, Library Board meeting. Motion passed.

Board Correspondence, Public Input, and Friends' Report: An email from a patron concerning displays in the Library was discussed. Board members were pleased with the Director's handling of the issue.

Director's Report: Marion told the board:

- Two new Library Board members, Sarah Kienzler and Minnie Richardson, and one returning Library Board member, Lindsey Thomas, begin six-year terms with the July 2021 meeting.
- One additional Library Board member is resigning due to conflict with a new job. Merle Mann is resigning effective June 28, 2021. Director Gaughan asked for suggestions for Mann's replacement, whose term ends in 2023.
- The Library Bequest Fund has re-invested \$30,000 into bonds which will mature in 2050.
- The Library Director is taking a day of vacation on Wednesday, June 30, 2021.
- Trash and Recycling is contracted through LDI starting July 1, 2021. LDI's rates are more competitive than Midwest Sanitation's rates.
- As of Wednesday, June 23, 2021, 426 people have registered for the Summer Reading Program. Gaughan encouraged Library Board members to register for the Summer Reading Program.
- Former Library Board member Kerrilyn Nunnikhoven has passed away.

Committee Reports:

Staff Committee – Merle Mann, chair: Met. No action required.

Budget & Finance Committee – Chris Harbour, chair: Met and will be in New Business.

Policy & Planning Committee – Donna Crookham, chair: Met. No action required.

Technology Committee – Merle Mann, chair: None.

Building & Grounds – Chris Harbour, chair: None.

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. Director Gaughan read chapters four through five out of the Iowa Library Trustee's Handbook, last updated in 2020, and there was some discussion on various points. Director Gaughan informed the Library Board that the Policy & Planning Committee is working on updates to Library Board of Trustees section of the Oskaloosa Code of Ordinances and that she plans to go over the Board of Trustees Bylaws at the July Library Board meeting.

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 June Library utilities total of \$3,456.91 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 \$3,467.21.
- b. **Approval of Johnson Control Renewal:** Annual agreement for Fire and Security monitoring. This will be paid from the Library Maintenance Fund, line 6490.
- c. **Approval of Trane Invoice:** Invoice for the bi-annual BAS service agreement. A total of \$1,507.50 is to be paid from the Library Maintenance Fund, line 6490.

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

New Business – Regular Agenda:

- a. **Approval of Makerspace Fee Schedule:** A schedule of fees for supplies and materials used by Makerspace Lab users was discussed. These monies would go back into the Makerspace Memorial, not only to cover materials, but also to help sustain the Makerspace Lab. This was presented to the Building & Grounds Committee via email.

Motion was made by Collins, seconded by Crookham, to approve the Makerspace Fee Schedule. Motion passed.

- b. **Approval of Part-time Additional Pay Increase:** An increase in hourly pay for part-time staff members in addition to the 2.25% annual increase approved by the Library Board in April. A pay increase of \$0.85 for each part-time staff member would move all part-time staff to at least \$9.00 per hour. For those who have been employed by the Library for years, the increase would move them closer to a pay rate had they started at \$9.00 per hour. This pay increase has been allocated into the FY 2021-2022 budget.

Motion was made by Thomas, seconded by Anderson, to approve the Additional Part-time Pay Increase. Motion passed.

- c. **Discussion and Approval of More Fully Open Meeting Rooms, Computer Areas, and Seating Areas:** The Library Director asked Library staff for input in a staff meeting on adding additional meeting room space, computers in the computer labs, and seating. There was discussion on Mahaska County COVID case rates, vaccination rates, and personal responsibility. There was discussion on available seating areas and rooms, available meeting room capacities, and computer area capacities. It was agreed that all seating be returned so the Reading Room and Meeting Room D can be used. It was agreed that all computer areas will continue to follow CDC social distancing guidelines. Programming will continue to be in the Reading Garden and no toys will be available in the Children's play area. These guidelines will be revisited at the next Library Board meeting.

Motion was made by Crookham, seconded by Anderson, to approve the Opening Meeting Rooms to 50% Capacity and Returning All Seating by July 12, 2021, and Maintaining Social Distancing in Computer Areas. Motion passed.

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

Vice President's Remarks: Hansen thanked Anderson, Harbour, and Mann for their service to the Library and Library Board.

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

The next regular meeting will be on Monday, July 26, 2021, at 4:00 p.m., on the 3rd floor of the Library.

Respectfully submitted,
Julie Dunne-McKee
For the Board