

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, July 26, 2021 —4:00 P.M.

The meeting was called to order by Library Director Marion Gaughan. Roll call was taken by Administrative Assistant Julie Dunne-McKee with Trustees Michael Collins, Donna Crookham, Sharon Hammes, Julie Hansen, Sarah Kienzler, Diana Pearson, and Minnie Richardson present at the meeting. Lindsey Thomas was excused. After roll call, new Library Board trustees Sarah Kienzler and Minnie Richardson took the oath of office.

Minutes: Newly-elected President Crookham called for a motion to approve the minutes from the June Library Board meeting. Motion was made by Hammes, seconded by Collins, to approve the minutes from the June 28, 2021, Library Board meeting. Motion passed.

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

Director's Report: Marion told the board:

- The Summer Reading Program ended with 472 registrants and 1,027 reading logs submitted with a total of 595 books and 398,940 minutes read by participants of all ages. While fewer participants than anticipated, Gaughan is pleased with the turnout with the changes due to the pandemic.
- The Library applied for and will be receiving an ARPA grant for a new AWE Learning Station, preloaded with educational games and not internet capable. The current AWE is 6 years old and can no longer be updated. The Library has also applied for a grant for an AWE through Dollar General but that grant has not yet been decided.
- She will be having rotator cuff surgery on August 17th and will be out of work through August 30th. Depending on her initial recovery, she hopes to return August 31st. Hansen suggested having painting done while Gaughan is out of the building. Gaughan explained that she will need to have two quotes and that painting has been put off due to HVAC unit replacements needing to access behind walls with the last unit scheduled for this fiscal year. Gaughan will seek quotes this week for repainting.
- The Library Board has one position still open. Marion asked for suggestions for a city resident, preferably male for gender balance, to fill this position.

Committee Reports:

Staff Committee – Lindsey Thomas, chair: None.

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

Policy & Planning Committee – Donna Crookham, chair: Met previously and will be in New Business.

Technology Committee – Sharon Hammes, chair: None.

Building & Grounds – Michael Collins, 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. Gaughan read through the Board of Trustees Bylaws. There was discussion on the timing of board elections and some potential changes in language.

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 \$2,978.50 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 \$2,988.80.
- b. **Approval of Johnson Control Renewal:** Annual invoice for Fire and Security monitoring. The total of \$3,026.46 is to be paid from the Library Maintenance Fund, line 6490.

Motion was made by Hansen, seconded by Kienzler, to approve the Consent Agenda. Motion passed.

New Business – Regular Agenda:

- a. **Election of Library Board President:** This is part of the annual election of officers.

Motion was made by Hansen, seconded by Collins, to elect Donna Crookham Library Board President. Motion passed.

- b. **Election of Library Board Vice President:** This is part of the annual election of officers.

Motion was made by Hansen, seconded by Crookham, to elect Michael Collins Library Board Vice President. Motion passed.

- c. **Library Board Committee Assignments:** This is the annual assignment to Library Board committees. Crookham will chair the Budget and Finance and the Policy and Planning Committees. Thomas will chair the Staff Committee, Collins will chair the Building and Grounds Committee, Hammes will chair the Technology Committee, and Pearson will chair the Fundraising Committee.

Motion was made by Collins, seconded by Hansen, to approve the Assignment to Committees. Motion passed.

- d. **Discussion of Possible Changes to Library City Ordinance:** Gaughan read through the proposed changes to the Library City Ordinance and there was discussion on various points. Once final recommended changes are approved by the trustees, Gaughan will ask the city attorney to review the document, and then Gaughan will confer with the City Manager on the steps needed to present it to the city council.

Motion was made by Collins, seconded by Hansen, to approve the preliminary proposed changes to the Library City Ordinance. Motion passed.

- e. **Discussion and Approval of Whether or Not to More Fully Open Meeting Rooms, Computer Areas and Play Area:** There was discussion on the current state of the COVID-19 pandemic, vaccination rates, and infection rates of Mahaska County. Trustees had previously agreed to allow all meeting rooms to be used at up to half capacity and to maintain limited capacity in computer labs for social distancing. Seating is available throughout the first and second floors and the Reading Room is reopened. The play area remains closed as is the story time room. There was discussion on allowing staff to use Room D for programming, at half capacity, especially with typical August temperatures which would hinder outdoor programming.

Motion was made by Pearson, seconded by Kienzler, to maintain the current Library Board, City, and CDC recommendations, including a 2-hour time limit for meeting room use at half-capacity and socially distanced computer labs, and to allow Library programming to take place in Meeting Room D at staff discretion. Motion passed.

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

President's Remarks: Crookham welcomed Kienzler and Richardson and thanked the trustees. Crookham also wished Director Gaughan a successful surgery.

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

The next regular meeting will be on Monday, August 23, 2021, at 4:00 p.m., on the 3rd floor of the Library.

Respectfully submitted,
Julie Dunne-McKee
For the Board