

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, August 23, 2021 —4:00 P.M.

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

Minutes: Crookham called for a motion to approve the minutes from the July Library Board meeting. Motion was made by Hansen, seconded by Thomas, to approve the minutes from the July 26, 2021, Library Board meeting. Motion passed.

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

Director's Report: Administrative Assistant Dunne-McKee told the board:

- The Annual Report for Fiscal Year 2020/2021 was included in the Library Board packets.
- The Library Board has one position still open and suggestions to fill the position are welcome.

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 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. Dunne-McKee explained the financial documents included in each month's Board packet and answered questions on how the documents relate to each other.

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:** The invoice for the monthly utilities did not arrive by the meeting date. This invoice will be on next month's Consent Agenda.
- 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 Hammes, to approve the Consent Agenda with the removal of the MidAmerican invoice. Motion passed.

New Business – Regular Agenda:

- a. Approval of Quote for Replacement of A/C Unit #1:** Two quotes were received for the replacement of Unit #1, one from AirCon and one from Winger. Both quotes were presented to the Building & Grounds committee at the Tuesday, August 10, 2021 committee meeting. Taking into account items included in the quotes, customer service, and previous contracts with each company, the Building & Grounds committee recommended AirCon for the replacement of A/C Unit #1.

Motion was made by Collins, seconded by Hansen, to approve the AirCon quote for the Replacement of A/C Unit #1. Motion passed.

- b. Approval of the Naviant Yearly Agreement Renewal:** This is the yearly maintenance agreement for the two microfilm readers and the microfilm printer in the Genealogy Room.

Motion was made by Hammes, seconded by Pearson, to approve the Naviant yearly agreement renewal. Motion passed.

- c. Approval of Revisions to the Library Board By-laws:** Slight changes to the by-laws were suggested at the July Library Board meeting. Those changes were made and the document was included in the Board packet.

Motion was made by Hammes, seconded by Collins, to approve the revisions to the Library Board By-laws. Motion passed.

- d. Discussion and Approval of Whether to More Fully Open Meeting Rooms, Computer Areas and Play Area:** There was discussion on the current state of the COVID-19 pandemic, the rise of the Delta variant and cases in Mahaska County, and events such as the recently ended State Fair and the start of the school year. Crookham asked for an update on staff and Dunne-McKee gave a report. The majority of staff continue to wear a mask. Guidelines the Library Board previously agreed to: The meeting rooms are limited to half-capacity and two hours. Four computers are available for teens and adults, and two computers are available for children. Programming is held either outside in the Reading Garden or in Room D on the third floor. The play area remains closed.

Motion was made by Hansen, seconded by Hammes, to maintain the current restrictions on meeting rooms, computer labs, programming, and the play area, and to continue to allow Director Gaughan discretion for modifying COVID-19 protocol as needed. Motion passed.

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

President's Remarks: Crookham thanked the trustees for their continued service and thanked Administrative Assistant Dunne-McKee for stepping in during Director Gaughan's absence.

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

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

Respectfully submitted,
Julie Dunne-McKee
For the Board