

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, September 27, 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, Sarah Kienzler, Minnie Richardson, and Lindsey Thomas present at the meeting with Diana Pearson attending via phone. Julie Hansen was excused. Director Marion Gaughan was also present.

Minutes: Crookham called for a motion to approve the minutes from the August Library Board meeting. Motion was made by Thomas, seconded by Kienzler, to approve the minutes from the August 23, 2021, Library Board meeting. Motion passed.

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

Director's Report: Director Gaughan told the board:

- She returned from medical leave on August 31, 2021.
- The Makerspace is having monthly programs on the fourth Wednesday of each month which started in August with button making. September's program was book binding and future program topics include robotics and Halloween.
- The Library's Genealogy History specialist, Cindy Godlove, spoke to the Rotary Club on Tuesday, September 14, 2021, about the Genealogy resources available at the Library.
- Volunteers from United Way winterized the Reading Garden on the September 9th Day of Caring.

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: Met via email and will be in New Business.

Building & Grounds – Michael Collins, 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. Director Gaughan continued reviewing the Iowa Trustee Handbook.

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 monthly invoice for utilities for the Library and the Reading Garden. The August invoice of \$2,665.57 and the September invoice of \$2,657.96, a total of \$5,323.53, will be paid from the General Fund, line 6371.

- b. Approval of Naviant Invoice:** Annual invoice for the microfilm equipment maintenance agreement. The total of \$1,460.00 is to be paid from the General Fund, line 6490.
 - c. Approval of OverDrive Invoice:** Annual invoice for Bridges, the Library's online eBooks, eMagazines, Digital Audiobooks, and Movies resource. A total of \$2,363.34 is to be paid from the General Fund, line 6502.
 - d. Approval of Biblioteka Quote:** Annual quote for maintenance of the Self-check machine and two book thumpers. A total of \$2,817.00 will be paid from the General Fund, line 6490.
- Motion was made by Collins, seconded by Hammes, to approve the Consent Agenda. Motion passed.

New Business – Regular Agenda:

- a. Approval of AWE Learning Invoice:** The AWE Learning Station was purchased using ARPA grant funding, awarded in late July 2021. The ARPA grant is a reimbursement grant. The Library will be reimbursed for the purchase after showing proof of purchase and delivery. A total of \$3,862.00 is to be paid from the Memorial Fund, line 6727 and will be reimbursed back to the Memorial Fund.

Motion was made by Hammes, seconded by Kienzler, to approve the AWE Learning Invoice. Motion passed.

- b. Approval of the AirCon Quote for the Backflow Replacement:** The backflow unit is failing and can no longer be repaired. The total cost is \$1,618.00 and will be paid from the Library Maintenance Fund, line 6310. This was presented to the Building & Grounds Committee via email.

Motion was made by Collins, seconded by Richardson, to approve the AirCon Quote for Backflow replacement. Motion passed.

- c. Approval of the Trane Quote for the Unit #4 Controller:** One controller per year is scheduled in the Library's CIPs. The controller regulates the temperatures using the A/C and heating systems. The controller for A/C Unit 4 has totally failed, leaving the 3rd floor without A/C or heat, with no option for manual override. The total cost is \$7,010.00, to be paid from the Library Maintenance Fund, line 6727. This was presented to the Building & Grounds Committee via email.

Motion was made by Collins, seconded by Hammes, to approve the Trane Quote for the Unit #4 Controller replacement. Motion passed.

- d. Approval of the Quote for Computer Replacements:** Quotes were received from Dell and HP for 5 public and 2 staff computers. The Dell quote was the lowest and the computers quoted meet the specifications. This is an annual Library CIP and will be paid from the Memorial Fund, line 6727 and the General Fund, line 6419. This was presented to the Technology Committee via email.

Motion was made Hammes, seconded by Richardson, to approve the Dell Quote for Computer Replacements. Motion passed.

- e. Discussion and Approval of Whether to More Fully Open Meeting Rooms, Computer Areas and Play Area:** Guidelines the Library Board previously agreed to: The meeting rooms are limited to half room capacity and two hours. Four computers are available for teens and adults, and two computers are available for children. The play area remains closed. There was discussion on current restrictions, patron needs, and staff comfort with those restrictions.

Motion was made by Thomas, seconded by Kienzler, to maintain the current restrictions on meeting rooms, computer labs, and the play area. Motion passed.

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

President's Remarks: Crookham welcomed Director Gaughan back from her medical leave and thanked Administrative Assistant Dunne-McKee for stepping in during Director Gaughan's medical leave.

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

The next regular meeting will be on Monday, October 25, 2021, at 4:00 p.m., on the 3rd floor of the Library.

Respectfully submitted,
Julie Dunne-McKee
For the Board