

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, October 25, 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 also present.

Minutes: Crookham called for a motion to approve the minutes from the September Library Board meeting. Motion was made by Pearson, seconded by Kienzler, to approve the minutes from the September 27, 2021, Library Board meeting. Motion passed.

Board Correspondence, Public Input, and Friends' Report: Director Gaughan reported the Friends of the Library gave the Library \$200.00 to use for advertising.

Director's Report: Director Gaughan told the board:

- The Annual Report for the State Library of Iowa was included in the Board Packets.
- The City Code Chapter 2.72 (Library Ordinance) update has been submitted to the City Attorney Dixon for review and should be presented to City Council in November.
- Marion's schedule is Tuesday through Saturday, but is available by phone on Mondays.

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: 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 continued reviewing the Iowa Trustee Handbook. There was discussion on the role of a Friends of the Library group.

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 October invoice for utilities is a total of \$1,864.67 and will be paid from the General Fund, line 6371.
- b. **Approval of Bibliotheca Invoice:** Annual invoice for the maintenance agreement for the self-check machine and two book thumpers. The total of \$2,817.00 is to be paid from the General Fund, line 6490.

- c. **Approval of AirCon Invoice:** Invoice for the replacement of the backflow unit. A total of \$1,618.00 is to be paid from the Library Maintenance Fund, line 6310.

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

New Business – Regular Agenda:

- a. **Approval of 2022 Holiday Closures:** The annual approval of Holiday Closures for the Library. New Year’s Day and Christmas Eve holidays were discussed specifically.

Motion was made by Hammes, seconded by Hansen, to approve the 2022 Holiday Closures, including being open on January 1, 2022, and closed on December 24, 2022. Motion passed.

- b. **Approval of 2022 Library Board Meeting Dates:** The annual approval of Library Board meeting dates. The fourth Monday in December falls on a holiday, December 25, 2022.

Motion was made by Kienzler, seconded by Richardson, to approve the 2022 Library Board meeting dates, including moving the December 2022 date to the third Monday, December 19, 2022. Motion passed.

- c. **Discussion and Decision of Public Request by Email:** A request was received via email from a person on the SOR registry requesting permission to meet inside the Library. There was discussion on the history of the person in question, their proposed meeting circumstances, and protocols the person should follow for finding an appropriate meeting place.

Motion was made by Hansen, seconded by Hammes, to deny the requested meeting. Collins voted nay. Motion carried.

- d. **Discussion and Approval of Whether to More Fully Open Meeting Rooms, Computer Areas, and Play Area:** There was discussion on the benefit vs difficulty of keeping a two-hour time limit on meeting room usage. There was discussion on the number of computers available and needed in the computer labs and for catalog searching. There was also discussion on whether or not toys should be made available in the play area, which would make the redecorated story time room available for story times.

Motion was made by Richardson, seconded by Collins, to maintain the half-capacity limit but discontinue the two-hour time-limit for meeting room use, make all nine computers for adult/teen and four computers for children available in the computer labs, remove an unused OPAC on the 2nd floor, and make a select number of toys that will be sanitized daily available in the play area by December 1, 2021. Motion passed.

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

President’s Remarks: None.

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

The next regular meeting will be on Monday, November 22, 2021, at 4:00 p.m., on the 3rd floor of the Library.

Respectfully submitted,
Julie Dunne-McKee
For the Board