

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, November 22, 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 October Library Board meeting. Motion was made by Collins, seconded by Pearson, to approve the minutes from the October 25, 2021, Library Board meeting. Motion passed.

Board Correspondence, Public Input, and Friends' Report: The PEO Chapter 10 sent a thank-you after Director Gaughan gave the group a presentation on what the Library has to offer. The City of Fremont will no longer be contracting library services through OPL. A patron has questioned a book in circulation but has not yet completed the paperwork for an official book challenge. The book challenge procedure was discussed. Director Gaughan reported the Friends of the Library leadership is in flux with several positions open.

Director's Report: Director Gaughan told the board:

- The City Code Chapter 2.72 (Library Ordinance) has been reviewed by City Attorney Dixon and will be presented to City Council in December.
- The Library will again be participating in the Annual Lighted Christmas Parade.
- Upcoming programs include a "Decorate This" monthly mural and a monthly "Winter Fun at the Library" with the first fun day with games, crafts, and popcorn on December 18th from 1-4 pm.
- She has requested quotes from four companies for a digital sign.

Committee Reports:

Staff Committee – Lindsey Thomas, chair: None.

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

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

Technology Committee – Sharon Hammes, chair: None.

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 November invoice for utilities is a total of \$2,231.19 and will be paid from the General Fund, line 6371.

- b. Approval of AirCon Invoice:** Invoice for the replacement of the boiler circulation pump. A total of \$1,025.53 is to be paid from the Library Maintenance Fund, line 6310.

Motion was made by Hansen, seconded by Collins, to approve the Consent Agenda with the exception of the AirCon invoice which will be moved to New Business. Motion passed.

New Business – Regular Agenda:

- a. Approval of Update to Payment of Claims Policy:** Changing of the first sentence in the fourth paragraph to read “Prior Board approval is required for purchase of any single item or service over \$2,000.00.” This was presented to the Policy & Planning Committee via email. There was discussion on increasing prices, parts for repair being backordered, and the need for the Director to be able to approve purchases.

Motion was made by Thomas, seconded by Hammes, to approve the update to Payment of Claims Policy. Motion passed.

- b. Approval of Contracting City Contracts for FY 22/23:** The annual approval of contracts for the contracting cities: Barnes City, Beacon, Keomah Village, Leighton, and University Park, including a regular 3% increase. There was discussion on the necessity of an increase in contract services.

Motion was made by Pearson, seconded by Richardson, to approve the contracting city contracts for FY 22/23. Hansen voted nay. Motion carried.

- c. Discussion and Approval of Whether to More Fully Open Meeting Rooms:** There was some discussion on the current usage of meeting rooms and if full capacity is needed, and on the state of the pandemic. There is no limit on computer lab usage, and the play area and story time room will be ready for use by December 1.

Motion was made by Collins, seconded by Pearson, to maintain the half-capacity limit for meeting room use. Motion passed.

- d. Approval of AirCon Invoice:** Invoice for the replacement of the boiler circulation pump, which provides heat to the building. A total of \$1,025.53 is to 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 Kienzler, to approve the AirCon invoice. Motion passed.

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

President’s Remarks: Crookham wished all a pleasant holiday weekend.

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

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

Respectfully submitted,
Julie Dunne-McKee
For the Board