

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, December 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 Sharon Hammes, Julie Hansen, Sarah Kienzler, Diana Pearson, and Minnie Richardson present at the meeting. Trustees Michael Collins and Lindsey Thomas attended via phone. Director Marion Gaughan was also present.

Minutes: Crookham called for a motion to approve the minutes from the November Library Board meeting. Motion was made by Hammes, seconded by Pearson, to approve the minutes from the November 22, 2021, Library Board meeting. Motion carried.

Board Correspondence, Public Input, and Friends' Report: The Board correspondence will be in New Business.

Director's Report: Director Gaughan told the board:

- Trane has cobbled components together for the control panel for AHU 4 to provide heat to the 3rd floor while the part is on order. The part is not expected before mid-February.
- She will be making a Library Services presentation to the Fremont City Council on January 3rd at their request. They previously canceled their library contact for FY 22/23.
- The library's parade float in the 34th Annual Lighted Christmas Parade won the Judge's Choice award. The traveling trophy is on display in the library.
- The Winter Fun program on December 18th had 83 people attend with 92 bags of popcorn handed out. The next winter program is scheduled for January 15, 2022, and will again have popcorn provided by TruBank and Friends members volunteering.
- The library is planning an all-ages Winter Reading program with an overall goal of 10,000 minutes read between January 10th and February 18th.

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 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, reading through and discussing chapters eight and nine.

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 December invoice for utilities is a total of \$2,350.72 and is to be paid from the General Fund, line 6371.
- b. **Approval of ProQuest Quote:** Annual genealogy online resources quote for Ancestry.com (Library Edition) and Heritage Quest databases for FY 22/23. The total of \$3,175.04 would be paid from the General Fund, line 6419.
- c. **Approval of AirCon Quote:** Annual maintenance agreement quote for the HVAC units for FY 22/23. The total of \$5,928.00 would be paid from the Library Maintenance Fund, line 6490.
- d. **Approval of Trane Quote:** Annual maintenance agreement quote for the HVAC controls for FY 22/23. The total of \$3,150.00 would be paid from the Library Maintenance Fund, line 6490.
- e. **Approval of AirCon Invoice:** Quarterly invoice for preventative maintenance for the HVAC units. A total of \$1,482.00 is to be paid from the Library Maintenance Fund, line 6490.
- f. **Approval of Trane Invoice:** Semi-annual invoice for preventative maintenance for the HVAC controls. A total of \$1,057.50 is to be paid from the Library Maintenance Fund, line 6490.

Motion was made by Hansen, seconded by Richardson, to approve the Consent Agenda. Motion carried.

New Business – Regular Agenda:

- a. **Approval of AirCon Quote for Lag Boiler Control Board:** A quote for the secondary, lag boiler control panel which is no longer functional. The main boiler continues to function. There is a 5-to-7-day lead time for acquiring parts. This was presented to the Building & Grounds Committee via email. A total of \$2,085.00 would be paid from the Library Maintenance Fund, line 6310.

Motion was made by Collins, seconded by Hansen, to approve the AirCon Quote for Lag Boiler Control Board replacement. Motion carried.

- b. **Formation of Review Committee for Materials Reconsideration Request:** A patron has submitted a Materials Reconsideration Request for a book in the collection. Per policy, the Library Board president will appoint a review committee who will read the material and present a recommendation to the full Library Board at the January meeting. In addition to Library Board president Crookham, the appointees will be Trustees Michael Collins and Julie Hansen, staff member Cindy Godlove, and Director Marion Gaughan.

Motion was made by Hammes, seconded by Kienzler, to approve the formation of a review committee. Motion carried.

- c. **Discussion and Approval of Whether to More Fully Open Meeting Rooms:** There was review of the public meeting room use needs with regard to limitations. Gaughan noted that all groups have been accommodated with rooms limited to half-capacity.

Motion was made by Kienzler, seconded by Hammes, to maintain the half-capacity limit for meeting room use. Motion carried.

Approval of Claims: Motion was made by Pearson, seconded by Richardson, to approve payment of the December claims. Motion carried.

President's Remarks: Crookham congratulated the library on the Lighted Christmas Parade float and thanked Julie Dunne-McKee's family for their efforts for creating the parade float. Crookham also recognized Mike Calzaretta for his 15 years of service to the library. Crookham wished all a Happy New Year.

Adjournment: Motion was made by Pearson, seconded by Hammes, to adjourn. Motion carried.

The next regular meeting will be on Monday, January 24, 2021, at 4:00 p.m., on the 3rd floor of the library.

Respectfully submitted,
Julie Dunne-McKee
For the Board