

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY, February 28, 2022 —4:00 P.M.**

President Crookham and Director Gaughan swore in Scottie Moore to fill the Trustee position vacated by Merle Mann.

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

**Minutes:** Crookham called for a motion to approve the minutes from the January Library Board meeting. Motion was made by Kienzler, seconded by Thomas, to approve the minutes from the January 24, 2022, Library Board meeting. Motion passed.

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

**Director's Report:** Director Gaughan told the board:

- Welcome to Scottie Moore, appointed to the Library Board to complete the term ending in 2023.
- The Winter Reading Challenge response was outstanding with 108,000 minutes read, 360 bookmarks returned, and 158 mugs distributed.
- The Winter Decorate This mural on the 1st floor is completed and a new mural for February/March is themed "Books = Love" and will be located in the 1st floor stairwell. Patrons take, decorate, and return items to be added to the walls.
- The controller for Unit 4 has arrived and has been installed.
- AirCon is working on installation and brazing piping for A/C Unit 1. Drywall will then be repaired. Painting for the 2nd/3rd floors should be next FY, with the 1st floor the following FY.

**Committee Reports:**

**Staff Committee – Lindsey Thomas, chair:** Met via email and will be in New Business.

**Budget & Finance Committee – Donna Crookham, chair:** Met via email and will be in New Business.

**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.

**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(s):** The February invoice for utilities is a total of \$2,401.38 and is to be paid from the General Fund, line 6371.
- b. **Approval of AirCon Invoice:** Invoice for the quarterly maintenance agreement. A total of \$1,482.00 is to be paid from the Library Maintenance Fund, line 6490.

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

**New Business – Regular Agenda:**

- a. **Discussion and Approval of World of Work Program:** The program provides a high school student with work environment experience in a career they are interested in. An OHS student is interested in Library work. There is no cost to the Library, the program carries its own insurance for the students and a coordinator will assist in overseeing the student. The student would work 1 to 2 hours per day, Monday, Tuesday, Thursday, and Friday. This was presented to the Staff Committee via email.

Motion was made by Thomas, seconded by Richardson, to approve the World of Work Program. Motion passed.

- b. **Discussion and Approval of Memorial Donation:** A patron who recently retired and moved from the area has made a \$10,000.00 Memorial donation to the Library. The patron has not placed any restrictions on the donation. This was presented to the Budget & Finance Committee via email.

Motion was made by Collins, seconded by Kienzler, to accept the donation without a specific designation at this time. Motion passed.

- c. **Discussion and Approval of Whether to More Fully Open Meeting Rooms:** The only remaining restriction due to the pandemic is a limit on Meeting Room capacity. There was discussion on the current state of the pandemic locally and nationally, and there was discussion on staff health and safety.

Motion was made by Hammes, seconded by Collins, to fully open meeting rooms for public use, reserving the right of library staff to limit capacity for Library programming. Motion passed.

**Approval of Claims:** Motion was made by Collins, seconded by Thomas, to approve payment of the February claims. Motion passed.

**President's Remarks:** Crookham thanked Trustees for their efforts and participation.

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

The next regular meeting will be on Monday, March 28, 2021, at 4:00 p.m., on the 3rd floor of the library.

Respectfully submitted,  
Julie Dunne-McKee  
For the Board