

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY, April 25, 2022 —4:00 P.M.**

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

**Minutes:** Collins called for a motion to approve the minutes from the March Library Board meeting. Motion was made by Hansen, seconded by Kienzler, to approve the minutes from the March 28, 2022, Library Board meeting. Motion passed.

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

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

- The Library Director is required to have 45 hours of continuing education course credit every three years to maintain State Library Certification. The Youth Services Librarian and any staff member with State Library Certification is required to have 30 hours every three years to maintain State Library Certification.
- Staff are working toward completing online safety courses required for city employees.
- Overdrive will be phased out and replaced by Libby, most likely towards the end of July. Marion and Charles attended a webinar on changes in Libby and training patrons on switching from Overdrive App to the Libby App.
- The Library has completed the necessary forms to possibly be chosen as a 2022 Iowa Junior Duck Stamp Program display location.
- Cub Scout Troop 771 helped clean up the Reading Garden on a chilly Tuesday, April 19, 2022.
- Some digital sign companies have sent mock-ups but Gaughan is waiting for another response before presenting these to the committee.
- The monthly report for City Hall will also be sent to the Library Board starting in May.
- The two open full-time positions, Administrative Assistant and Youth Services Librarian, have been posted to the State Library job page, the Library's website, and the City's website. The Saturday only part-time position closed last week and interviews will be scheduled.
- The staff would like to have the trustees come to a staff meeting for a meet-and-greet this summer.
- There will be a presentation at the next Board meeting regarding the possibility of a wildflower garden as part of the Reading Garden.

**Committee Reports:**

**Staff Committee – Lindsey Thomas, chair:** None.

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

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

**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, chapters 13 and 14. Marion plans to give trustees a look at the online resources available through the Library at the next Board meeting.

**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 April invoices for utilities and one back invoice for the Reading Garden meter totals \$1,720.04 and is to be paid from the General Fund, line 6371.
- b. **Approval of AirCon Invoice:** Invoice for the replacement of the A/C Unit #1. A total of \$98,351.00 is to be paid, with \$45,196.00 from the General Fund, line 6727, and \$53,155.00 from the Memorial Fund, line 6727.

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

**New Business – Regular Agenda:**

- a. **Reaffirmation of Policies:** The Collection Development & Materials Selection, Borrowing & Circulation, and Credit Card policies were due for review. This was presented to the Policies & Planning Committee.

Motion was made by Crookham, seconded by Hammes, to approve all three policies as written. Motion passed.

**Approval of Claims:** Motion was made by Kienzler, seconded by Moore, to approve payment of the April claims. Motion passed.

**President's Remarks:** Crookham thanked Collins for conducting today's meeting in her stead.

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

The next regular meeting will be on Monday, May 23, 2021, at 4:00 p.m., on the 3rd floor of the library.

Respectfully submitted,  
Julie Dunne-McKee  
For the Board