

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY, June 26, 2023 —4:00 P.M.**

The meeting was called to order by Board President Michael Collins.

Roll call was taken by Administrative Assistant Ver Steegh with Trustees Sharon Hammes, Julie Hansen, Sarah Kienzler, Scottie Moore, Diana Pearson, and Minnie Richardson were present at the meeting. Director Gaughan was also present. Trustee Lindsey Thomas was absent. There was one member of the public present at this time. Trustee Brant Bollman and another member of the public arrived later.

**Minutes:** Collins called for a motion to approve the minutes from the May Library Board meeting. Motion was made by Moore, seconded by Kienzler, to approve the minutes. Motion passed with Trustee Hansen abstaining from the vote and Trustee Bollman absent at this time.

**Board Correspondence, Public Input, and Friends' Report:** Director Gaughan introduced the member of the public, Sam Mead, who will be the new Library Board Trustee, as of July 1, 2023. Director Gaughan also told the Board that there were two pieces of Board Correspondence – one was a thank you card from the Oskaloosa Christian School for the use of the Makerspace Lab for one of their elective classes. The other is from the Oskaloosa Community School District regarding their World of Work program changing hands to a new person. Director Gaughan told the Board that the Friends group is participating in Sweet Corn Serenade. They have also been more willing to fund various Summer Reading prizes and programs for the Library. Director Gaughan also noted that the Chamber has asked that the Library have an activity station from 12-6 for Sweet Corn Serenade and she is looking for volunteers from the Friends group or the Library Board. She also noted that the tents in the Reading Garden will stay up an extra week due to this event. There was no public input at this time.

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

- Director Gaughan thanked Board President Collins for his years of service on the Library Board. He is being thanked with a lifetime Friends of the Library membership.
- An update was given regarding the Summer Reading Program. There are close to 750 registrants and over 300 reading logs submitted. Last year there were 618 registrants.
- The dividing wall in Room A/B will be looked at someone from the fairgrounds for potential use. If they take it, they will do all the removal work for it.
- The native plantings area is scheduled to be completed by July 7<sup>th</sup>.
- \*Trustee Bollman and Vicki Collett from the Golden Goose club arrived\*
- Director Gaughan asked Vicki to speak about potential plans for the Reading Garden. There was \$2100 remaining in the Golden Goose Club fund for the Library Reading Garden, from 2019. Vicki explained some ideas to the Board. Motion was made by Bollman, seconded by Pearson, to amend the agenda and move further discussion on this item to the Consent Agenda item D. Motion passed.
- There have been some recent shifting projects, including the Teen Zone and the Reading Room.
- The Library will be switching from Transparent Language to Pronunciator Language Program.
- Lake Painting has given the best quote for the painting project. This will be 2<sup>nd</sup> floor, entry ways, and stair wells. This will occur in February 2024.
- On a personal note, Director Gaughan informed the Library Board that her neuropathy has spread into her left leg, as well as remaining in her right leg.

## **Committee Reports:**

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

**Budget & Finance Committee – Michael Collins, chair:** None.

**Policy & Planning Committee – Lindsey Thomas, chair:** None.

**Technology Committee – Sharon Hammes, chair:** None

**Building & Grounds – Michael Collins, chair:** Met via email to discuss the Rock Snake project. More information will be given 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 at each meeting receiving training. This will meet requirement number 8 for Tier 3 Accreditation. Trustee Moore made a motion to have the information from Vicki Collett about the Golden Goose funding, to be used as the Library Board training. Motion was seconded by Kienzler. Motion passed.

## **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 Invoices:** The June invoices for the Reading Garden and Utilities totaled \$3190.09 and are to be paid from the General Fund, line 6371.
- b. **Approval of Trane Invoice:** This is the semi-annual invoice for preventative maintenance of the HVAC controllers. The total is \$2372.00 and is to be paid from the Library Maintenance Fund, line 6490.
- c. **Approval of Renewal of Maintenance Agreement with Johnson Controls:** This is the annual renewal for inspections and maintenance for the fire, intrusion, and sprinkler systems in the library. Total is \$3985.21 and when it is invoiced, will be paid from Library Maintenance Fund line 6490.
- d. **Approval of AirCon invoice:** The invoice arrived that morning.

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

## **New Business – Regular Agenda:**

- a. **Approval of Rock Snake Project in the Reading Garden:** The Oskaloosa Scavenger Hunt group has asked the Library to be able to use a space in the Reading Garden for a community-added Rock Snake. The Board expressed some concerns on having a written document to ensure the Library will have say on the project since it is housed in their Reading Garden. A written agreement will be composed and presented to the Board before being given to the representative from the group.

Motion was made by Moore, seconded by Pearson, to approve the Rock Snake in the Reading Garden with a written agreement between the Library and the Osky Scavenger Hunt group. Motion passed.

- b. **Approval of Policy Review Timeline:** The Library policy review schedule has gotten out of order. Director Gaughan presented the Board with a 4-year schedule to get all policies up to date that will then become a 3-year review schedule in the future. Policies will stay on the review schedule no matter if they must be adjusted in between.

Motion was made by Kienzler, seconded by Pearson, to approve the Policy Review Timeline. Motion passed.

- c. **Discussion and Confirmation of Date and Time for Annual Library Board/Staff Meet and Greet:** The Library Board appreciated the meet and greet in 2022 with the Staff and requested to have it an annual thing. The Board discussed having it on Wednesday, June 26.

Motion was made by Richardson, seconded by Kienzler, to approve discussion and confirmation of Meet and Greet date. Discussion led to this being on July 26. Motion passed.

- d. Approval of Reading Garden Updates:** This item was added from the Director's Report after Vicki shared her thoughts on the possible use of the left-over Golden Goose funding from 2019. The proposed plan is to use the \$2100 in the Golden Goose fund to pay for 5 concrete pads – under the big chair, under each of the two picnic tables, and under the bench that is currently in the Reading Garden and the one that will arrive soon. Vicki spoke with Grant Vroegh about doing this concrete work.

Motion was made by Hammes, seconded by Moore, to approve the Reading Garden Updates. Motion passed.

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

**President's Remarks:** President Collins noted that there have been a lot of very positive changes during his time on the Library Board and that the Library is currently being run by a very capable director. He is impressed by the novel and innovative changes and is confident in the future of the Library. He thanked the Board for allowing him to serve in this capacity.

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

The next regular meeting will be on Monday, July 24, 2023, at 4:00 p.m., on the third floor of the library.

Respectfully submitted,  
Gracia Ver Steegh  
For the Board