

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

The meeting was called to order by Board President Michael Collins. Roll call was taken by Administrative Assistant Dunne-McKee with Trustees Sharon Hammes, Julie Hansen, Sarah Kienzler, Scottie Moore, Minnie Richardson, and Lindsay Thomas present at the meeting. Director Gaughan was also present. Trustee Diana Pearson and Administrative Assistant DeBoer were excused. Trustee Donna Crookham passed away suddenly on July 1, 2022.

**Minutes:** Collins called for a motion to approve the minutes from the June Library Board meeting. Motion was made by Moore, seconded by Kienzler, to approve the minutes from the June 27, 2022, Library Board meeting. Motion passed.

**Board Correspondence, Public Input, and Friends' Report:** The Library received thank you cards from the Donna Crookham family after her sudden passing. A number of donations have been made to the library in her memory and Director Gaughan will be speaking with the family to determine where they would prefer the money be spent.

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

- Staff are continuing to work toward completing the nine online safety courses for city employees and Marion will be taking a 12-week fundraising class beginning in October.
- Extended warranties for additional two years have been purchased on seven public computers so now all computers are under warranty for five years.
- Results from the June newspaper survey indicate that, due to low usage, the library can drop the Sunday Des Moines Register and the Wall Street Journal subscriptions at significant savings. The library will continue subscriptions of the weekly Des Moines Register, the Ottumwa Courier, the Oskaloosa Herald and other local papers.
- The library passed the annual fire alarm inspection after replacing one fire head.
- Summer Reading participation numbers were approaching pre-pandemic numbers with 618 people registered, including 387 kids and 231 teens and adult, with nearly 1,500 reading logs turned in. This fantastic turnout meant a total of more than 907,000 minutes were read!

**Committee Reports:**

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

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

**Policy & Planning Committee – \_\_\_\_\_, 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 receiving training. This will meet requirement number 8 for Tier 3 Accreditation. Director Gaughan completed going through the Trustee's 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 June invoices for utilities and for the Reading Garden meter totals \$2,783.33 and is to be paid from the General Fund, line 6371.
- b. **Approval of Trane Invoice:** Biannual invoice for BAS HVAC maintenance. A total of \$1,575.00 is to be paid from the Library Maintenance Fund, line 6490.
- c. **Approval of Johnson Controls Invoice:** Annual invoice for Fire Alarm, Wet Sprinkler, and Intrusion Service. A total of \$3,808.05 is to be paid from the Library Maintenance Fund, line 6490.

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

**New Business – Regular Agenda:**

- a. **Library Board Committee Appointments:** Annual appointment to Library Board Committees. Collins will chair the Budget & Finance and the Building & Grounds committees. Thomas will chair the Policy & Planning and Staff committees. Hammes will chair the Technology committee and Pearson will chair the Fundraising committee. Hansen and Kienzler will hold additional temporary positions until a replacement for Crookham is appointed.

Motion was made by Hammes, seconded by Moore, to agree to the Committee assignments. Motion passed.

- b. **Discussion and Decision on Possible Golden Goose Projects:** The Golden Goose Club president approached Director Gaughan about two projects that would be sponsored by the club: a Book Arch with a metal base and structure made locally and also an oversized Adirondack style chair. There was discussion on potential locations, inside the library or outside in the Reading Garden, for the items as well as liabilities and possible sizes of the items.

Motion was made by Moore, seconded by Kienzler, to approve the continuation of gathering information regarding these possible projects in cooperation with the Golden Goose Club. Motion passed.

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

**President's Remarks:** Collins thanked the Trustees, Director Gaughan, and Administrative Assistant Dunne-McKee for coordinating the Trustee and Library Staff participation for the Donna Crookham memorial.

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

The next regular meeting will be on Monday, August 22, 2022, at 4:00 p.m., on the 3rd floor of the library.

Respectfully submitted,  
Julie Dunne-McKee  
For the Board