

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY, September 25, 2023 — 4:00 P.M.**

Tony Hughes was sworn in as the new member of the Library Board.

The meeting was called to order by President Julie Hansen.

Roll call was taken by Director Gaughan with Trustees Brant Bollman, Julie Hansen, Tony Hughes, Sarah Kienzler, Sam Mead, and Minnie Richardson present at the meeting. Director Gaughan was also present. Trustees Scottie Moore, Diana Pearson, and Lindsey Thomas were absent. Administrative Assistant Ver Steegh was absent.

**Minutes:** Hansen called for a motion to approve the minutes from the August Library Board meeting. Richardson noted that there was a letter missing in one of the words. Director Gaughan noted that Administrative Assistant Ver Steegh was absent from the August meeting, and that was not noted in the minutes. Motion was made by Kienzler, seconded by Bollman, to approve the minutes with those corrections. Motion passed.

**Board Correspondence, Public Input, and Friends' Report:** Director Gaughan told the board that there was Board Correspondence from the family of Judy DeVore. Judy volunteered at the Library for several years. The family wrote a letter accompanying the memorial money that they sent in her name. The money will be used for books and toys in the children's department. Director Gaughan gave the Friends report on behalf of Administrative Assistant Ver Steegh. The Friends were happy with the work in the Reading Garden and that they received most of the money back from the state. The Friends donated \$500 for the Teen Lock In and \$500 to cover the cost of the paper and ink the Library uses for Friends promotional materials. Their Annual Meeting will be in October. There were no members of the public present.

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

- The Teen Lock In will be on October 6, 2023. It is limited to 20 teens and currently has 8 registered.
- There will be a presentation at the October Board Meeting from the Oskaloosa Schools on their recipe for success.
- United Way Day of Caring came to the Library. They weeded the Reading Garden and washed all the toys in the children's play area.
- The Rock Snake will return in the spring. The rocks were removed, not by the Rock Snake group or the Library, and they will try again in the spring.
- Two patrons donated the funds to purchase a second Cricut for the Makerspace Lab.
- Marion will be taking two days of vacation: October 13<sup>th</sup> and October 20<sup>th</sup>.

**Committee Reports:**

**Staff Committee – Sarah Kienzler, chair:** None.

**Budget & Finance Committee – Julie Hansen, chair:** None.

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

**Technology Committee – Minnie Richardson, chair:** None

**Building & Grounds – Julie Hansen, chair:** None.

**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. This month, the Library Board reviewed the CIPs – Capital Improvement Projects – for the Library. The Board asked some clarifying questions as the CIPs were reviewed.

**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 September invoices for the Reading Garden and Utilities totaled \$3302.48 and are to be paid from the General Fund, line 6371.
- b. Approval of Trane Quote for Actuator Replacement:** The actuator in the Director’s Office needs to be replaced. The quoted price is \$1080.00 and will be paid from Library Maintenance Fund, line 6310.
- c. Approval of AirCon Invoice:** This is the quarterly invoice for preventative maintenance on the HVAC system. This will be paid from the Library Maintenance Fund, line 6490.

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

**New Business – Regular Agenda:**

- a. Approval of Updated Library Board Bylaws:** The Library Board Bylaws needed some updates. Updates were proposed at the August Board Meeting and are up for approval this meeting.

Motion was made by Kienzler, seconded by Mead, to approve the proposed changes. Motion passed.

- b. Approval of Library CIPs:** The CIPs that were reviewed for the Library Board Training needed to be approved by the Library Board. These are the Continuous Improvement Plans for the Library for the next five years.

Motion was made by Richardson, seconded by Kienzler, to approve the Library CIPs. Motion passed.

- c. Approval of Partnership with United Way:** United Way would like to partner with all libraries in Mahaska County to start the partnership with the Dolly Parton Imagination Library. The Libraries would be registration sites, United Way would handle the rest of the process.

Motion was made by Kienzler, seconded by Bollman, to approve the partnership with United Way. Motion passed.

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

**President’s Remarks:** President Hansen thanked the Director and Staff for all the new initiatives the Library has been putting into practice.

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

The next regular meeting will be on Monday, October 23, 2023, at 4:00 p.m., on the third floor of the library.

Respectfully submitted,  
Gracia Ver Steegh  
For the Board