

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY, SEPTEMBER 26, 2022 —4:00 P.M.**

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

Roll call was taken by Administrative Assistant DeBoer with Trustees Sharon Hammes, Julie Hansen, Sarah Kienzler, Minnie Richardson, and Lindsay Thomas present at the meeting. Diana Pearson joined the meeting via phone. Director Gaughan was also present. One member of the public was present. Brant Bollman and Scottie Moore were absent.

**Minutes:** Collins called for a motion to approve the minutes from the August Library Board meeting. Motion was made by Hansen, seconded by Kienzler, to approve the minutes from the August 22, 2022, Library Board meeting. Trustee Pearson noted that her name was spelled incorrectly in the “Adjournment” section. Motion passed with the note that the minutes would be corrected.

**Board Correspondence, Public Input, and Friends’ Report:** Administrative Assistant DeBoer spoke to the Friend’s meeting. She noted that they had met the previous Wednesday. They continued to discuss how to move forward with term limits. They had received three applications for new board members. They also discussed who would be stepping down from the board. The Friend’s will be purchasing two “Burning Bush” bushes to replace the ones that died in the Reading Garden.

Director Gaughan noted that there was no correspondence, nor was there public input at this time.

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

- Staff are continuing to work toward completing the nine online safety courses for city employees. They must be completed by November first.
- The Okra Playground Finnish music group came and did the All-Ages program on Wednesday, September 21<sup>st</sup>. Due to weather, the program had to take place in the library rather than in the Reading Garden. There were 54 attendees. The group explained their instruments, how they traveled with them, and played several songs. She was very thankful to be one of the public locations the George Daily used for this group. Director Gaughan is hopeful that the Library will be another public spot when the next group comes in March.
- She reported that the book arch and giant chairs were presented at the Golden Goose meeting, but she is unsure what the vote was.

**Committee Reports:**

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

**Budget & Finance Committee – Michael Collins, chair:** Met via email. Will discuss in New Business.

**Policy & Planning Committee – Lindsay Thomas, 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 went through the City of Oskaloosa Boards and Commissions Orientation Packet for the Library Board of Trustees. She also went through the Library CIPs for the next five fiscal years. The Board asked clarifying questions and discussed the CIPs presented by Gaughan.

**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 August invoices for utilities and for the Reading Garden meter totals \$2,828.55 and is to be paid from the General Fund, line 6371.
- b. **Approval of LibLime Invoice:** Annual invoice for LibLime Maintenance Agreement (KOHA circulation system). The invoice totals \$2,500.00 and is to be paid from the General Fund, line 6490.
- c. **Approval of Dell Invoices:** Invoices for annual computer and monitor replacements. These totaled \$5,104.63 and are to be paid from the Zajec Memorial Fund, line 6727.
- d. **Approval of Naviant Invoice:** Annual invoice for Naviant Maintenance Agreement for the Microfilm Machine. Invoice totaled \$1,510.00 to be paid from the General Fund, line 6490.
- e. **Approval of University of Minnesota Invoice:** Invoice for 7,500 count of book security strips. These only need to be purchased every 2-3 years. Invoice totaled \$1,395.00 and is to be paid from the Dillon Memorial Fund, line 6507.
- f. **Approval of Bibliotheca Quote:** Quote for the Self-Check and Book Thumper maintenance agreement.
- g. **Approval of AirCon Quote:** Quote for Annual Maintenance HVAC/Boiler Agreement.

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

**New Business – Regular Agenda:**

- a. **Approval of Makerspace Lab Fee Schedule Change:** This was presented to the Budget & Finance committee via email. The Budget & Finance committee agreed to the changes in the Makerspace Lab fees. Once a year adjustment can be made to the City's fee schedule. The Library's fee schedule area needed to be updated to include the additional materials added to the Makerspace Lab. These include magnetic photo frames, photo paper, sublimation marker use, t-shirts, yard signs, and yard signs with stakes.

Motion was made by Kienzler, seconded by Hansen, to agree to the Makerspace Lab fee change. Motion passed.

- b. **Approval of Purchase of new Self-Check Machine:** This was presented to the Budget & Finance committee via email. The Budget & Finance committee agreed to the purchase of a new Self-Check machine using the funds provided by Diane Van Gorp. Director Gaughan noted that the written specifications the Library received had an error with the operating system. She has received confirmation in writing that the new machine will run on Windows 11. The cost of this can be split over two years, and this will come from money given to the Library by Diane Van Gorp.

Motion was made by Hansen, seconded by Pearson, to approve purchase of a new Self-Check Machine. Motion passed.

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

Director Gaughan noted that a patron had brought a book to the desk, wondering why it wasn't shelved with other books by the author. Cataloging rules state that books written by multiple authors are shelved by the title of the book. Books that are in a series written by several authors are shelved by the series title. She also brought to the attention of the board that teen programming has received a reboot. There are movies on the second Monday of each month and craft nights on the second and fourth Tuesdays of the month. There will also be a lock-in Reboot for teens. It has already been approved by insurance and the city. Teen programming is for 6-12 grades.

**President's Remarks:** Collins noted the increase in social media outreach and thanked the Library for it.

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

The next regular meeting will be on Monday, October 24, 2022, at 4:00 p.m., on the 3rd floor of the library.

Respectfully submitted,  
Gracia DeBoer  
For the Board