

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, October 23, 2023 — 4:00 P.M.

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, Scottie Moore, Diana Pearson, Minnie Richardson, and Lindsey Thomas present at the meeting. Director Gaughan was also present. Administrative Assistant Ver Steegh was absent.

Minutes: Hansen called for a motion to approve the minutes from the September Library Board meeting. Motion was made by Moore, seconded by Kienzler, to approve the minutes. Motion passed.

Board Correspondence, Public Input, and Friends' Report: Director Gaughan told the board that there were two pieces of Board Correspondence. One was from a patron who had not been in the Library for a few years and was very happy with the services and environment. The other was from a patron who thanked the Library for having a diverse collection. Director Gaughan gave the Friends report. The Friends had their annual meeting. It was not well attended by Friends members who are not part of the Friends Board. There were no members of the public present.

Director's Report: Director Gaughan told the board:

- The Makerspace Program in October was making pink and blue crochet thread bracelets as part of the Pink & Blue Awareness Project for pregnancy and infant loss. These bracelets are available for pickup on the second floor. Extra bracelets will go back to the project.
- In partnership with the George Daily Auditorium, the Library is one of the public performance venues for the WorldFest tour. This will be Wednesday, October 25.
- The tiny chairs in the Reading Garden will be coming inside next week in advance of the winter weather.

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 Student Council President from Oskaloosa Community Schools gave a presentation on their Vision Culture Plan. The Library Board asked several questions regarding the plan.

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 October invoices for the Reading Garden and Utilities totaled \$1965.14 and are to be paid from the General Fund, line 6371.

b. Approval of AirCon Maintenance Agreement: This is the annual agreement for preventative maintenance. Motion was made by Kienzler, seconded by Bollman, to approve the Consent Agenda. Motion passed.

New Business – Regular Agenda:

- a. Approval of Library Board Meeting Dates in 2024:** These are the dates that the Library Board will meet. The May meeting will be on Tuesday since May is the last month that bills for the fiscal year. The December meeting will be a week early because of the Christmas holiday.

Motion was made by Moore, seconded by Hughes, to approve the meeting dates. Motion passed.

- b. Approval of Library Closure Dates for Holidays in 2024:** These are the dates that the Library will be closed in 2024. These dates are the ones approved by the City of Oskaloosa.

Motion was made by Mead, seconded by Richardson, to approve the closure dates. Motion passed.

- c. Approval of Annual Report to the State Library of Iowa:** This annual report is required by the State Library of Iowa as part of maintaining our State Library of Iowa accreditation.

Motion was made by Bollman, seconded by Kienzler, to approve the Annual Report. Motion passed.

Approval of Claims: Motion was made by Moore, seconded by Pearson, to approve payment of the October claims. Motion passed.

President's Remarks: President Hansen thanked the staff for their hard work with the Teen Lock In. She also invited any public members who would like to attend Library Board meetings to do so.

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

The next regular meeting will be on Monday, November 27, 2023, at 4:00 p.m., on the third floor of the library.

Respectfully submitted,
Gracia Ver Steegh
For the Board