

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, OCTOBER 24, 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 Brant Bollman, Sharon Hammes, Julie Hansen, Sarah Kienzler, Scottie Moore, Diana Pearson, Minnie Richardson, and Lindsay Thomas present at the meeting. Director Gaughan was also present.

Minutes: Collins called for a motion to approve the minutes from the September Library Board meeting. Motion was made by Hansen, seconded by Moore, to approve the minutes from the September 26, 2022, Library Board meeting. Motion passed.

Board Correspondence, Public Input, and Friends' Report: The Friends group is sponsoring Linda McCaan to speak on Beginning Genealogy on October 25th at 6 pm at the library. There will be treats and water provided. Director Gaughan noted that there was no correspondence, nor was there public input.

Director's Report: Director Gaughan told the board:

- 12 out of 15 staff members have completed their required online safety courses. This is the final week to complete them. Staff are continuing to work toward completing the nine online safety courses for city employees. They have to be completed by November first.
- Linda McCaan is presenting at the Library at 6 pm on October 25 and at Nelson Pioneer Farm on October 26. Her October 26 presentation will focus on Prohibition in Iowa and will be at 5:30 pm.
- The Golden Goose project has been approved. The giant chairs need to be special ordered. The person who welds the book arch is unavailable until spring, so both projects are scheduled to be completed this spring.
- The Pollinator Garden project has been fully funded by the Watershed Project. This will take place in the spring due to how late it is in the fall. The plants are draught resistant and will assist in water shed issues. These plants will be in the southwest corner of the garden.

Committee Reports:

Staff Committee – Lindsey Thomas, chair: None. During the meeting, Lindsay asked a question regarding the staff meeting minutes. Director Gaughan answered the question.

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

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 reviewed the part time Library Assistant job description and the full time Library Assistant job description. Going over job descriptions will continue at the next meeting. The Board asked some clarifying questions as they went through them so they could understand what was listed in each job description and what The Board has the authority to adjust and/or change.

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 September invoices for utilities and for the Reading Garden meter totaled \$1,701.55 and is to be paid from the General Fund, line 6371.

b. Approval of Bibliotheca Invoice: Annual invoice for renewal of maintenance agreement for self-check and book thumpers. The invoice totaled \$2,817.00 and will be paid from the General Fund, line 6490.

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

New Business – Regular Agenda:

a. Approval of AirCon Invoice: This is the invoice for repair work done on the main boiler pump. The invoice totaled \$5,400.00. The quote that this reflects was approved at the June 27, 2022 meeting. The work has finally been completed, except for a valve that is on backorder. Director Gaughan has it in writing that any work needed for the valve will not cost the library any additional fees.

Motion was made by Pearson, seconded by Moore, to approve the AirCon Invoice. Motion passed.

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

President's Remarks: No remarks made by President Collins.

Lindsay Thomas asked if she could have access to a document that a staff member put together for resources for homeless or struggling individuals. Administrative Assistant DeBoer will share the document.

Diana Pearson shared a resource for digital sign with Director Gaughan.

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

The next regular meeting will be on Monday, November 28, 2022, at 4:00 p.m., on the 3rd floor of the library.

Respectfully submitted,
Gracia DeBoer
For the Board