

## Oelwein Public Library Board Minutes

The Oelwein Public Library Board of Trustees held their meeting on Tuesday, December 12, 2023 at 4:30 p.m. at the library.

**Present:** Mars, VanDenHul, Berryman, Kerns, Macken, and Payne

**Absent:** Ingersoll

Kerns called the meeting to order at 4:33 p.m.

**Approval of agenda and minutes:** Berryman made a motion to approve the agenda and the minutes. Seconded by Mars. Motion carried.

**Correspondences:** There were no correspondences.

**Trustee Training:** The board reviewed the standard on collaborating with other community organizations for library programming.

### Director's Report:

- The building assessment report submitted by Martin Gardner Architecture was reviewed. City officials will determine the course of action.
  - Roof/Attic recommendation – approach 1
    - Correcting and installing additional eave vents across entire width of the truss space to prevent wind washing of the insulation, ensure the insulation remains in place, and avoiding insulation coming into contact with the underside of the roof sheathing which can cause condensation and contribute to ice damming.
    - Implementing a spray foam insulation system around the entire eave of the attic space will effectively seal the eaves while maximizing their R-value.
    - Additional blown-in fiberglass insulation applied to a minimum of R-49 depth against the eave vents and the spray foam insulation system.
  - Roof/Attic recommendation – approach 2
    - Correcting the eave vents along the entire eave between roof trusses, ensuring they have sufficient length to accommodate additional blown-in fiberglass insulation.
      - The existing blown insulation should be pulled back from the eaves
      - A minimum eight-inch-thick batt insulation should be inserted into all eave locations, preventing loose fill insulation from obstructing soffit venting.
      - Blown-in loose-fill fiberglass insulation should be added at the eaves, tapering from an R-49 depth to meet the fiberglass batt insulation.
  - Windowsill laminate damage
    - Investigate interior soffit locations along perimeter to confirm the presence and adequacy of insulated structural steel elements.
    - Install spray foam insulation in these areas to reduce thermal conductivity, maximizing the building envelope's R-value.
    - Replace any needed exterior window sealants.
  - Brick Façade

- Introduce ventilation to the exterior masonry veneer wall cavity, particularly above the base wall flashing and at the top of all masonry veneer walls, ensuring moisture does not accumulate behind the brick veneer.
- Add ventilation above windows and door heads where masonry exists by installing weep vent inserts or opening specific vertical mortar joints.
- Consider adding a control joint in the middle of the east meeting room wall.
- Consider cleaning or replacing weep ropes.

Payne arrived.

- Roof repairs. Schwickert's has been working on repairing extensive damage to the plywood deck above the Reference Room, at the parapets, and in the valley at the north end of the building. The valley and parapets have been reworked for proper drainage. In addition, on the north and south ends of the roof, the ice and water shield did not wrap over the end caps or up the atrium wall allowing water to run down the roof seams. The end caps were removed and replaced to allow proper installation of ice and water shield.
- Open Access and inter-library loan reimbursement funds for \$1777.85 were received from the state.
- New sign. Nagel Signs are working on pricing.
- MiPay. City staff will be implementing this timekeeping software over the next couple of months. Training has begun.
- Pages. Jeff resigned due to health concerns. Erin is the new page.
- Senior Seminar. Alexa had a successful turnout for the chess tournament with 28 students participating from Oelwein and the surrounding area. New cards were issued and the supervising teacher would like to continue holding tournaments at the library. Alexa's final presentation is December 21.

Friend's Report:

- The meeting will be held December 14 with a focus on planning the Chocolate Fest.

**Bills** were reviewed. The board would like to seek bids for the landscaping maintenance for the upcoming growing season. Berryman made a motion to approve the bills. Seconded by VanDenHul. Motion carried.

**Policy Review:** Changes were made to the Registered Sex Offenders against Minors policy.

- The board will determine if an offender can be present on library property after the offender requests permission using the proper form.
- Offenders have the option of registering for a library card through the online option.
- Offenders are not allowed to be employed at the library, act as a contractor for, or volunteer for the library.
- Violators will lose all library privileges.

Berryman made a motion to approve the policy as revised. Seconded by VanDenHul. Motion carried.

Berryman made a motion to adjourn at 5:05. Next meeting will be January 9 at 4:15 p.m.

Respectfully submitted,  
Susan Macken