

Oelwein Public Library Minutes – September 26, 2022

The Oelwein Public Library Board of Trustees met on Tuesday, September 26, 2022 at 5:15 p.m. at the Oelwein Public Library.

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

Absent: Ingersoll and Payne

Vice-president Berryman called the meeting to order at 5:15.

Agenda & Minutes Approved: Mars made a motion to approve the agenda and the minutes. Seconded by VanDenHul. Motion carried.

Correspondence and communications – OCAD sent a letter in appreciation for the items donated by the library to give the new teachers at the school.

Trustee Training – The board reviewed the standard on providing services for reference and reader's advisory.

Director's Report –

- The first half of the county appropriation was received for \$14,296.56.
- The library hosted author Janis Van Buren on and a speaker from the Department of Health on Dementia. The EV Charging Station educational event is scheduled for September 27. ISU Extension will give a program on identifying scams and frauds on October 4.
- The director and assistant director will attend the ILA Conference in Coralville October 12-14.

Kerns arrived.

Friend's Report –

- New officers were elected at the annual meeting. President: Laura Schlitter, Vice-president: Jody Solsma, Treasurer: Jenny Gefaller, Secretary: Mary Frisch, Parliamentarian: Josh Schunk.
- Members enjoyed listening to Kathy Wilson at the Appreciation Tea.
- The book sale will be October 20-22.

Bills Approved – Mars made a motion to approve the bills. Seconded by VanDenHul. Motion carried.

Telephone Service Providers – The quote received from Mediacom was for VOIP. Over time, rates will continue to increase until POTS is decommissioned. The director will see how the transition to VOIP goes at city hall and continue to monitor any cost increase.

End Year Budget Report – The FY22 budget was reviewed. Revenues increased as services are opening up. Purchasing library materials were influenced by lack of DVD production and the rise in discontinued print magazines. Major expenses in the Bequest Fund were cement for the bench, Ancestry subscription, and the Parking Lot renovation.

Outdoor Children's Space- Outdoor sidewalk games and outdoor musical instruments were discussed for an outdoor activity space. The board would like to review various music garden ideas and will choose their favorite instruments. The director will pursue grant funding.

Children's Area Sound Masking – The board discussed a variety of solutions for dealing with noise issues in the open concept library space. The director will seek more information on the Archoustic Sound Masking solution including reviews from libraries that have such a system installed. This would be a capital improvement project.

Outdoor Digital Sign- The current sign is 14 years old and has reached end of life for replacement parts. One of the panels is no longer working and cannot be replaced. The board decided that the sign should be replaced in the future with the mid-grade, 10mm sign as a capital improvement project.

Children's Programming Staff- During COVID, library staff was reduced by a part-time position. VanDenHul made a motion to include the addition of a 24 hour/week librarian in the FY24 budget request to re-fill this position. Seconded by Kerns. Motion carried.

Mars left the meeting.

Library Ordinance- A revision to section 3-133-3 would eliminate the phrase allowing the secretary to be paid a fee for bookkeeping. A revision to section 3-138 would add that the annual report could be submitted at a time requested by the city council. Kerns made a motion to submit these revisions to the city council to consider changing. Seconded by VanDenHul. Motion carried.

Confidentiality of Library Records – Minor children were included in the general statement on protecting patron confidentiality in accordance with Iowa Code 22.7. Kerns made a motion to accept the revised policy. Seconded by VanDenHul. Motion carried.

Public Access Internet Policy – Revisions were made to eliminate the requirement of showing ID to use the computers as well as the requirement to pay a minimum payment of \$2.00 towards any outstanding balance on an individual's account. VanDenHul made a motion to accept the revised policy. Seconded by Kerns. Motion carried.

Adjournment – VanDenHul made a motion to adjourn at 7:25.

The next meeting will be Tuesday, October 11 at 5:00 p.m.

Respectfully submitted,
Susan Macken