

The Oelwein Public Library Board of Trustees will meet on Tuesday, January 14, 2025 at 4:30 p.m. at the Oelwein Public Library.

**AGENDA**

**Roll Call**

**Agenda Approved**

**Minutes Approved**

**Correspondence and communications –**

**Trustee Training –** Open Meetings and Records, part 2

**Director’s Report –** Fire Alarm to Cellular, Foundation Annuity, Charging Station Report, Passport Recertification, Budget Presentation to Council, AI Class

**Bills Approved –**

**Unfinished Business**

Custodial Contract

Vinyl Mural

Chair Rail

**New Business**

Snow Removal Bids

Auto Door Opener

Prairie Plantings

Library Foundation – Library Board Representative

Annual Report

**Policy Review –** Programs

**Adjournment**

**December**

**Circulation:**

**24 December: 3194**

*23 December: 3038*

**Computer Use:**

**24 December: 84 Wireless: 726**

*23 December: 99 Wireless: 673*

**Reference Questions: Passports:**

**24 December: 415**

*23 December: 386*

**24 December: 7**

*23 December: 10*

**Attendance:**

**24 December: 1747**

*23 December: 1857*

**New Patrons:**

**24 December: 17**

*23 December: 10*

**Program Attendance: Website Visits:**

**24 December: 57**

*23 December: 93*

**24 December: 633**

*23 December: 473*

**Acquisitions:**

**Books 68**

**Movies 7**

**Audio 0**

**BRIDGES Downloads: 430**

**eBooks: 225**

**Audio: 184**

**eMagazines: 21**

**HOOPLA Downloads: 212**

**eBooks: 48**

**Audio: 146**

**Movies: 8**

**Comics: 7**

**Music: 0**

**TV: 3**

The Oelwein Public Library Board of Trustees met on Tuesday, January 14, 2025, at 4:30 p.m. at the Oelwein Public Library.

**Present:** Ingersoll, Mars, VanDenHul, Kerns, DeVore, and Macken

**Absent:** Franzen and Seeders

President Ingersoll called the meeting to order at 4:34 p.m.

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

**Correspondence and communications** – none

**Trustee Training** – The board viewed part 2 of Open Meetings and Records Law.

Kerns arrived.

**Director's Report** –

- Hawkeye Fire Alarm changed the alarm notification from the landline to a cellular dialer due to false alarms caused by static in the line. The cellular service will be \$300 per year.
- The Library Foundation will meet on January 29. Betty Tribon left her annuity of \$39,145.75 to the Library Foundation.
- The EVCharging Station Report was turned in to the Iowa DOT. There were 210 charging events with 36 unique users.
- Katie H, Katie S, and Susan passed their annual Passport Recertification test.
- The library budget presentation was given to the City Council on January 13.
- Staff will present an AI and ChatGPT class for beginners on January 28 at 6:00 p.m.

**Friend's Report:**

- Friends will be sponsoring the Butterfly Tent for the Summer Reading Program.
- Kelly Schunk is the new President and Anne Allen is the Library Foundation representative.
- The Chocolate Fest is February 7 from 4:30-7:00.
- The large Christmas tree was taken down and stored in the garden shed. Two 4' pre-lit "porch" trees were purchased to use next year.

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

**Custodial Contract:** The contract and liability insurance were received from Midwest Janitorial. Their first cleaning was January 13. The company representative did an inspection on the first job and noted areas that were unacceptable and will have those areas re-done.

**Vinyl Mural** – The board did not choose any of the mural designs and may paint the wall an accent color, instead. There will be more discussion on the options in March.

**Chair Rail-** Macken shared different chair rail ideas and prices. There will be more discussion on the options in March.

**Snow Removal Bids** – Three bids for snow removal were received.

Randy Kaune - \$75 per time it snows and \$40 for Ice melt

Performance Lawn Care - \$150 for all areas and \$180 for ice melt, \$60 for entrance, south sidewalk, and parking island and \$60 for ice melt

Brogan Steinlage - \$175 per time it snows and \$225 with salt  
VanDenHul made a motion to accept the estimate for Randy Kaune. Seconded by Mars. Motion carried.

**Auto Door Opener** – The main entrance exterior door opener has been sluggish and will not open some of the time. Decorah Glass said that it is reaching an end-of-life, typical for an exterior door. It would cost \$2400 for a new door opener. The board would like to see more estimates.

**Prairie Plantings** – The Parks Department will be mowing the library lawn, and several areas of parks will be converted to prairie plantings. The board discussed potential areas of the library grounds that could accommodate prairie plantings. Kerns made a motion to not plant prairie plantings due to existing structures, trees, and shrubs. Seconded by VanDenHul. Motion carried.

**Library Foundation** – Mars has been serving as the Library Board Representative for two terms and will be leaving the Foundation Board. Mars made a motion to assign Blake Kerns as the library representative to the Foundation Board. Seconded by VanDenHul. Motion carried.

**Annual Report** – The Annual Report to the city was reviewed.

**Policy Review** – The policy on Programs was reviewed. Mars made a motion to approve the policy as reviewed. Seconded by Kerns. Motion carried.

**Adjournment** – Kerns made a motion to adjourn the meeting at 5:45.

Respectfully submitted,  
Susan Macken

**Next Meeting** - February 11 at 5:00