

The Oelwein Public Library Board of Trustees will meet on Tuesday, September 10, 2024 at 5:30 p.m. at the Oelwein Public Library.

AGENDA

Roll Call

Agenda Approved

Minutes Approved

Correspondence and communications –

Trustee Training – Library Facility – Staff Work Area

Director’s Report – New Sign, Security Camera, Back-Pack Night, Graphic Novel Club, Learning Circuit, ILA Conference

Friend’s Report – Annual meeting only

Bills Approved – American Girl doll, Phone charger

Unfinished Business

New Business

Seedorf Brick Report

Schwickert Roof Report

Staff Email

Policy Review – Returned Checks

Adjournment

August

Circulation:	Computer Use:	Reference Questions:	Passports:
24 August: 3827	24 August: 98 Wireless: 788	24 August: 491	24 August: 13
23 August: 3751	23 August: 145 Wireless: 728	23 August: 515	23 August: 19
Attendance:	New Patrons:	Program Attendance:	Website Visits:
24 August: 2282	24 August: 26	24 August: 145	24 August: 503
23 August: 2190	23 August: 37	23 August: 198	23 August: 635
Acquisitions:	BRIDGES Downloads: 522	HOOPLA Downloads: 227	
Books 98	eBooks: 284	eBooks: 47	
Movies 2	Audio: 218	Audio: 139	
Audio 1	eMagazines: 20	Movies: 20	
		Comics: 8	
		Music: 1	
		TV: 12	

84. The library provides adequate space for the staff to work in a non-public area.

Oelwein Public Library Minutes

The Oelwein Public Library Board of Trustees held their meeting on Tuesday, September 10, 2024 at 5:30 p.m. at the Oelwein Public Library.

Present: Ingersoll, Mars, Franzen, VanDenHul, and Macken

Absent: Kerns, Seeders

President Ingersoll called the meeting to order at 5:30 p.m.

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

Correspondence: none

Trustee Training – The board reviewed the standard on the library providing adequate space for the staff to work in a non-public area.

Director's Report:

- New Sign – The new sign was installed August 28. Many compliments have been received from the public.
- Security Camera – The replacement security camera was installed.
- Back-Pack Night – The children's librarian attended Back-Pack Night at Wings Park school. She handed out stickers and helped students sign up for library cards.
- Graphic Novel Club –The initial startup meeting for the Graphic Novel Club is on Thursday, September 19 at 4:00. Franzen asked to have the children's librarian send her flyers, posters, and image files so she can advertise the Club as well as Theme Thursdays at school. Franzen will distribute registration cards at school so that students can get a student library card to use during class visits.
- Learning Circuit – Macken will be attending the Learning Circuit in Cedar Falls on September 26 on the evolving role of Artificial Intelligence in library services. Franzen would like to attend, if possible.
- ILA Conference – Anchoring Communities through Connection is the theme for the ILA Conference in Des Moines on October 9-11. Katie H and Susan will be attending.

Friend's Report: The Annual meeting with refreshments will be on September 26. There will be no Appreciation Tea due to previous low attendance.

Bills Approved:

- The "Kit" American Girl doll was replaced since she was not returned to the library.
- The "C" charging cord on the phone charger was no longer working, so we a unit with updated charging cords was purchased.

Mars made a motion to approve the list of bills. Seconded by Franzen. Motion carried.

Seedorf Brick Report: The report has not been received, but they did have thoughts on the problems with the west windows and the warping laminate sills. Some of the seals on the windows are not long enough and have a gap which allows water to enter the frame and migrate into the building. These areas can be caulked. They would also like to feed a small camera into the cavity to look at the structure.

Schwickert Roof Report: Schwickerts have identified six “Priority A” areas where the flashing needs to be repaired for a total cost of \$13,056. The CIP allows for \$8,000. The repairs will be made in the spring and a request will be made to the council to allow an additional \$5000 in CIP funds to be used towards the repairs.

Staff Email: The State Library will no longer be supporting email services for Iowa libraries. Premier Technology is able to get 10 licenses of the Business Premium package of Microsoft 365 at no cost since we applied, and qualified, for the Microsoft grants program. Staff will continue to use the @oelwein.lib.ia.us tagline since we can transfer it at no cost, and there will be a seamless transition for those contacting us and using our website. The director will be dropping her primary mchsi email as it has been problematic. The director will be using the oelwein.lib.ia.us tagline.

Policy Review: Returned Checks – The director suggested some updates to the returned check policy since the bank no longer charges a \$5.00 charge back fee. VanDenHul made a motion to approve the revised policy. Seconded by Mars. Motion carried.

Adjournment: Franzen made a motion to adjourn at 5:53 p.m.

Respectfully submitted,
Susan Macken

Next meeting: Tuesday, October 8 at 5:30