

## Library Board Minutes April 13, 2021

The Oelwein Public Library Board of Trustees held its regular meeting on Tuesday, April 13, 2021 at 5:00 p.m. at the Oelwein Public Library.

Present: Mars, Gilson, Kerns, Payne, and Macken

Absent: Berryman and Ingersoll

President Mars called the meeting to order at 5:03 p.m.

Kerns made a motion to approve the agenda and the minutes. Seconded by Gilson. Motion carried.

**Correspondences:** none

**Trustee Training:** The board reviewed the standard on providing a telephone with voice mail capability that announces current hours, holidays, and other non-scheduled closures. Macken will inquire if there is a simple method of including holiday and non-scheduled closures without recording the hours each time.

### **Director's Report:**

- The Fayette County Library Association did not get the CARES grant for a county-wide story walk.
- The City Administrator has been discussing the library roof leaks with architect, Jim Novak. Dylan stated that the city has a bond approaching in January 2022 and is prepared to fund the project in order to resolve the issue. Jim thought heat tape would take care of the issue, but the city administrator stated that he expects a better resolution. Jim is having an engineer look at the plans and evaluate if a mechanical air flow mechanism is needed.
- Thea Schaff has been hired as a library page.

### **Friend's Report:**

- The Dolly Parton Imagination Library is available to the citizens of Oelwein. Children must be between the ages of 0-5. The Friends of the Library and the Library Foundation are sharing the cost of sponsoring this program. Promotional events are forthcoming.
- The Friends made \$2,045 with the Chocolate Fest curbside event. Donations are still being received.

**Bills Approved:** The board discussed the bills. The electric bill declined significantly from the previous month, but the usage still seems high compared to similar building sizes. Gilson made a motion to approve the bills. Seconded by Kerns. Motion carried.

**Library Services and Hours** for May were discussed. Library staff will receive their second COVID vaccination April 15. The CDC recommends that persons allow two weeks post-vaccination to build up full immunity. Kerns made a motion to open services to a normal level on May 1 with library staff using precautionary measures as needed. Seconded by Gilson. Motion carried. Seating will be set out, study rooms will be open, the meeting room will be available, and passport services will resume. Macken will ask if the city will be lifting the mask requirement.

**Approved Budget:** The City Council Approved the requested amount of \$289,000 for the library general budget.

**Budget Amendment:** The library will request a budget amendment of \$9,910.52 which includes \$2,996.73 for State Open Access funds, \$2,744.01 for State Enrich Iowa funds, and \$4,169.78 for insurance payment on the damaged outdoor book return. Gilson made a motion to approve the budget amendment. Seconded by Kerns. Motion carried.

**Foundation Board Appointment:** The Library Foundation Board recommends the Library Board approve the appointment of Steve Bradley to the Library Foundation Board. This will fill the remaining term of Steve Peik. Gilson made a motion to appoint Steve Bradley to the Library Foundation Board. Seconded by Kerns. Motion carried.

**Landscaping Maintenance:** Gilson made a motion to continue with the services provided by StewartScapes for maintaining the library landscaping. Seconded by Kerns. Motion carried.

**Policy Review:** The Board reviewed the Display policy. Gilson made a motion to approve the Display policy as reviewed. Seconded by Kerns. Motion carried.

**Adjournment:** Gilson made a motion to adjourn at 5:36 p.m.

Respectfully submitted,  
Susan Macken

The next meeting will be May 11 at 5:00 p.m.