

## Library Board Minutes December 8, 2020

The Oelwein Public Library Board of Trustees held its regular board meeting on Tuesday, December 8, 2020 at 5:00 p.m. at the library.

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

Absent: Ingersoll

Mars called the meeting to order at 5:02 p.m.

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

**Correspondences:** A person from out-of-town sent a thank you note for the prompt help she received in obtaining an obituary.

**Trustee Training:** The board reviewed the standard on access to broadband internet. The library's download and upload speed fall within the acceptable range.

### Director's Report:

- Upon evaluation of the usage of books on CD, the library will discontinue purchasing new books on CD since the usage is declining. The current collection will remain on the shelves for check out.
- The library made arrangements with the high school principal for the school to borrow the school yearbooks so that they can be digitized. The library's collection goes back to 1913, but the library has not been able to obtain the yearbooks from 2009 on. The school will give the library issues from 2009 on, if available, and make arrangements to give a copy to the library in the future. The digitized copies will be available through a link on the school's website.
- New activities include an online trivia competition for Oelwein Bucks, and Take & Make holiday ornaments.
- At the upcoming staff meeting, staff will discuss how our library compares to libraries that serve a population with in 10% of our population and with general expenses within 10% of our expenses. We will be looking at staff, hours, programs, and services.
- A librarian is working from home as a precautionary measure after a possible exposure to COVID.
- The director will be taking a week of vacation sometime before the end of December, whenever the grandbaby arrives.

### Friend's Report:

- Friends will be meeting online next week.

**Bills** were reviewed. The maintenance contract with Young's Plumbing and Heating was renewed. Gilson made a motion to approve the bills. Seconded by Berryman. Motion carried.

**Library Services and Hours** were discussed. The director presented information on positivity rates for the county, library usage numbers, and any staffing concerns. Berryman made a motion to continue with the normal open hours with service restrictions. Seconded by Gilson. Motion carried.

The **Registration Policy** was reviewed. A provision for online registration for accessing e-resources was added. Berryman made a motion to accept the revised policy. Seconded by Kerns. Motion carried.

Berryman made a motion to adjourn at 5:30 p.m. The next meeting will be January 12.

Respectfully submitted,  
Susan Macken