

Oelwein Public Library Minutes

The Oelwein Public Library Board of Trustees held their meeting on Tuesday, July 11, 2023 at 5:30 p.m. at the library.

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

Absent: Kerns and Payne

Ingersoll called the meeting to order at 5:34 p.m.

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

Correspondences: No correspondences.

Trustee Training: The board reviewed the standard on offering outreach services at other community locations.

Director's Report:

- The children's librarian, the director, and VanDenHul met with Catherine Wedemeier (Husky Adventure Program Director) about after school programs and setting up a bus stop at the library as well as classroom visits. Library staff will participate in the school's Backpack Night on August 22.
- The council has questions about the HVAC system and are concerned that the extra moisture from the leaking roof may be causing the HVAC to work too hard. Tim from NEIA Mechanical offered to attend the July 24 council meeting with the director to answer any questions the council may have.
- Kyle Scheel recommended choosing the fall "weed & feed" application when we change to an annual application.

Friend's Report:

- Friends will be serving popcorn at the Sesquicentennial Cemetery Walk.
- Dates have been set for the Annual Meeting, Appreciation Tea, and the Book Sale.

Bills: Berryman made a motion to approve the bills. Seconded by Mars. Motion carried.

Martin Gardner: Brian Stark looked at the children's area. He suggested putting up glass walls with a matching aluminum grid as the windows. He suggested utilizing the existing headers between the pillars with an opening on the east end that would have access to the return air vent. There would be adequate lighting, fire suppression and ventilation. If the board chooses to use their company to organize the project and arrange for contractors, their fee would be approximately \$5,000-\$7,000. It is possible for library staff and library board to make the arrangements with a contractor as it is a simple project of installing glass walls. The board is interested in having Brian oversee this project. The director will get more information on their cost and services, a general estimate for the project, possible grants, and the requirements for obtaining bids.

Berryman left the meeting at 5:55.

Policies: The city has made some changes to the city personnel manual which affects library policy.

- Employee Benefits:
 - The city shall provide Part-time librarians and Library Pages with a family pool pass and a family membership to the Williams Wellness Center.
 - Full-time librarians and the director will have Juneteenth added to the holiday schedule. The library will be open. The library board would like staff to have Juneteenth programming during that week.
 - The library will be closed the day following Thanksgiving.

Mars made a motion to accept these revisions. Seconded by VanDenHul. Motion carried.

- Library Hours:
 - The library will be closed the day following Thanksgiving.

VanDenHul made a motion to accept this revision. Seconded by Mars. Motion carried.

- Registration:
 - Cards must be presented to check-out items leaving the building. Optional finger print scan is available.
 - Remove that a parent or guardian must have a card in good standing to register a child.
 - Remove children's registration card is attached to their adult registration card.
 - Oelwein School District Student Cards – K-12
 - Registration cards may be sent home or identity can be verified by a teacher or school ID.
 - One book check-out limit.
 - Student cards will not be charged or turned over to collections for an unreturned item.
 - Out-of-state non-residents will be assessed an annual registration fee of \$20.00.
 - Remove the requirement for a card or identification to use a computer.

Ingersoll made a motion to accept these revisions. Seconded by VanDenHul. Motion carried.

The board would like staff to develop a reading incentive program for Oelwein elementary, middle school, and high school students to be implemented during the school year. The new program could be promoted during Backpack Night.

The meeting was adjourned at 6:15 p.m.

Respectfully submitted,
Susan Macken

The next meeting will be MONDAY, August 7, at 5:30 p.m.