

Oelwein Public Library Minutes – May 8, 2023

The Oelwein Public Library Board of Trustees met on Monday, May 8, 2023 at 5:30 p.m. at the library.

Present: Ingersoll, Kerns, VanDenHul, Berryman, Macken

Absent: Mars, Payne

President Kerns called the meeting to order at 5:38 p.m.

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

Correspondences: Lisa from the University of Minnesota was appreciative of being able to use a private workspace with Wi-Fi to complete her work duties. She praised the helpful, friendly staff and donated her room deposit to the library.

Trustee Training: The board reviewed the standard on promoting library collections and services using a variety of publicity.

Directors' Report:

- StewartScapes installed the Musical Instrument Garden. Rod and Mary Ellen Brandt sent a \$500 donation for the instrument garden.
- Josh Johnson from the Parks Department will trim the trees and bushes in the west lot in the fall.
- Bannon's installed the security camera overlooking the instrument garden.
- The Utility Department installed the new pulley on the flagpole.
- Blackhawk sprinklers performed the annual fire sprinkler and backflow inspection. Check valve #1 and #2 leaked. A rubber kit and disc was installed. The final test closed tight.
- Katie S. and Susan participated in the city employee CPR and AED training. The library does not have an AED, but the Police Department is looking into a grant to get AED's for those departments that do not have them.
- The County Supervisors will not be increasing the funding to the Fayette County libraries for FY24.
- Katie S worked two hours at Red Gate Park for the Day of Caring.
- The Iowa Public Library Statistics for FY22 were reviewed. Staff and VanDenHul will inquire about having the library be an after school bus stop. Staff will work on building better connections with the schools for scheduling library visits and for librarians visiting the classrooms.

Friend's Report:

- The book and bake sale brought in \$1186.
- The Grand Theatre will make 50 small bags of popcorn for the Sesquicentennial Cemetery Walk.

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

Roof: Dan from Schwickerts hopes to finish the proposal by the end of the week and then set up a time to meet with city officials to go over the proposal.

HVAC: Mike Otto from EMC Insurance will be sending a full report. He called the director to say that there is no coverage on the HVAC since the issues are long term. There have been several repairs in the past and the engineer attributes the problems to wear and tear and age and deterioration. There is no indication of an event that caused damage nor impact or occurrences.

The City Administrator said to proceed pursuing bids commencing July 1 using funds that had been set aside for remodeling city hall. The City Council has decided not to remodel city hall. The director will contact the businesses that submitted estimates to discuss, review, and clarify any questions.

FY24 Budget: The director worked on adjusting staff schedules to work in a part-time position that would allow for a reduced budget in FY25. Even though the FY24 budget allows \$240,000 for salaries, the library could expect an 11% budget cut, or \$22,000, for FY25. If this amount is taken from the salary line, \$218,000 would be available in the salary line. Adding a part-time librarian with reduced hours and a \$14.00 per hour starting wage would result in a \$230,538 salary line. Hiring a part-time librarian will not be sustainable.

Policy Review: The board reviewed the policy for Open Meetings. Berryman made a motion to approve the policy as reviewed. Seconded by VanDenHul. Motion carried.

Adjournment: Berryman made a motion to adjourn the meeting at 6:45.

Respectfully submitted,
Susan Macken

The next meeting will be Tuesday, June 20 at 5:30.