

## Library Board Minutes December 14, 2021

The Oelwein Public Library Board of Trustees held its regular board meeting on Tuesday, December 14, 2021 at 5:00 p.m. at the library.

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

Absent: Mars, Ingersoll

Vice-president Kerns called the meeting to order at 5:04 p.m.

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

**Correspondences:** Patrons responded to the "I'm Thankful" display with the following comments on the library: Helpful, Friendly Helpers, Lego Challenge, Books, Story Hour, Movies.

**Trustee Training:** The Board reviewed the standard on Service Hours. Oelwein Library is open 6 days a week for 56.5 hours per week. The minimum requirements for Size E libraries are 5 days a week for 41 hours. Staff are tracking evening hour usage. In the spring, the board will discuss the possibility of opening earlier in the morning and closing earlier at night.

Director's Report:

- The trenching and cement work is done for the EV Car Charging station. The unit needs to be assembled and then Ken's Electric will hook up the electrical wiring.
- City Council is still working on salaries. The Council has reduced the amount available for salaries so the proposed step plan with the incorporated longevity will not work for FY2023. When the allowable amount is determined, the library board will decide on the library staff wages.

Friend's Report:

- The Book & Bake Sales have been scheduled for April and October 2022.
- There will be no Chocolate Fest for 2022.
- Friends decorated the library Christmas Tree and bought some poinsettias.

**Bills:** Bills were reviewed. StewartScapes trimmed all the trees and removed invasive trees from the arborvitaes. The cost was \$1,040.00. The trees should be in good shape for another 3 years. Gilson made a motion to approve the bills. Seconded by Berryman. Motion carried.

**Policy Review:** The Board reviewed the Faxing Services policy. Berryman made a motion to reduce the charge for transmitting faxes to \$0.50 per page with no charge for local or toll-free numbers and \$0.20 per page for receiving faxes. Seconded by Gilson. Motion carried.

Berryman made a motion to adjourn at 5:20 p.m.

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

Respectfully submitted,  
Susan Macken