

## Library Board Minutes October 13, 2020

The Oelwein Public Library Board of Trustees held its regular board meeting on Tuesday, October 13, 2020 at 5:00 p.m. at the library.

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

Absent: Mars and Berryman

Kerns called the meeting to order at 5:06 p.m.

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

Correspondences: Eric Morse, representing the sponsors of the "Toward a Universal Suffrage" exhibition, sent a thank you note for sharing this important story with our community.

Trustee Training: The board reviewed the standard for having an area available for children to use computers.

### Director's Report:

- Once-a-month, the children's librarian will be hosting an interactive, virtual story time in addition to the weekly, online story times.
- Deann will start an online, interactive book club on October 28.
- Twenty-two people attended the drive-in puppet show.
- The children's librarian put up a Story Walk alongside the bike path next to the library.

### Friend's Report:

- The following officers were elected at the annual meeting: President – Josh Schunk, Vice president – Jody Solsma, Treasurer – Jenny Gefaller, Secretary – Karen Cannon

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

November Library Services: Ingersoll made a motion to continue the restricted services and hours throughout the month of November. Seconded by Gilson. Motion carried.

Budget Request: The proposed budget for FY22 was reviewed. Ingersoll made a motion to submit the proposed budget of \$289,000 to the city council. Seconded by Gilson. Motion carried.

Salary: City employees will be receiving a 3% raise. Gilson made a motion to give the library employees a 3% raise for FY22. Seconded by Ingersoll. Motion carried.

Bequest Fund: Gilson made a motion to submit the request for the Bequest Fund appropriation of \$50,000 for FY22. Seconded by Ingersoll. Motion carried.

Capital Improvements: The board reviewed the Capital Improvement Plan for painting the exterior steel beams and replacing a select number of computers for \$13,000 in FY22. Gilson made a motion to submit the Capital Improvement Plan. Seconded by Ingersoll. Motion carried.

Theft of Library Materials: Nine individuals have failed to return library materials with a value ranging from \$106 - \$528 within the last year. The director will submit a final letter asking for the return of the materials before submitting a property crime packet to the Oelwein Police Department.

Study Room: The board compared seven study room pod options with prices ranging from \$8,500 - \$36,412. Ingersoll made a motion to order the Hush Meet 4 study pod for \$16,812 which includes installation. Seconded by Gilson. Motion carried. This is the FY21 Capital Improvement project.

Policy Review: Ingersoll made a motion to accept the Emergency Policy as reviewed. Seconded by Gilson. Motion carried.

Ingersoll made a motion to adjourn the meeting at 5:56 p.m.

Respectfully submitted,  
Susan Macken

The next meeting will be November 10.