

The Oelwein Public Library Board of Trustees will meet on Tuesday, December 17, 2024 at 4:30 p.m. at the Oelwein Public Library.

AGENDA

Roll Call

Agenda Approved

Minutes Approved

Correspondence and communications –

Trustee Training – Open Meetings and Records, part 1

Director’s Report – HVAC System Leak and Compressor, Window Repairs, Security Cameras NVR, Head Start, Story Walk, Library Certification, Community Foundation Grant

Friend’s Report – Christmas Tree, Poinsettias, Chocolate Fest, Imagination Library Postage

Bills Approved –

Unfinished Business

Vinyl Mural

New Business

Custodial Contract

Policy Review – Faxing Service

Adjournment

November

Circulation:

24 November: 3572
15

23 November: 3576
7

Computer Use:

24 November: 90 Wireless: 723

23 November: 93 Wireless: 652

Reference Questions: Passports:

24 November: 501 24 November:

23 November: 447 23 November:

Attendance:

24 November: 3071

23 November: 2170

New Patrons:

24 November: 28

23 November: 17

Program Attendance: Website Visits:

24 November: 123 24 November: 609

23 November: 156 23 November: 596

Acquisitions:

Books 71

Movies 7

Audio 2

BRIDGES Downloads: 427

eBooks: 225

Audio: 155

eMagazines: 47

HOOPLA Downloads: 199

eBooks: 38

Audio: 129

Movies: 10

Comics: 11

Music: 3

TV: 8

Oelwein Public Library Minutes

The Oelwein Public Library Board of Trustees held their meeting on Tuesday, December 17, 2024, at 4:30 p.m. at the library.

Present: VanDenHul, Mars, Kerns, DeVore, and Macken

Absent: Ingersoll, Franzen, Seeders

Vice-president VanDenHul called the meeting to order at 4:36 p.m.

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

Communications: none

Trustee Training: The board watched part one of a video on Open Meetings Law.

Director's Report:

- Another compressor needs to be replaced on the HVAC system. City Council approved of the repair. In addition, the TXV valve had to be replaced and there was a leak in the coil. Replacing the HVAC system has been included in the CIP "wish-list."
- Dubuque Glass evaluated the windows and discovered that the sills were flat and had no end dams to prevent water from running into the building. Dubuque Glass would remove the windows and reinstall or replace the sill. New rubber seals and caulking would be done. This has been added to the Capital Improvement Plan.
- The security camera NVR has reached end-of-life. A replacement will be installed at a cost of \$700.
- Katie S has been visiting the HeadStart class once a month. She also started a Winter Reading Challenge for prizes.
- Katie H installed a Story Walk at some of the downtown businesses during the weekend of Old Tyme Christmas. The School for the Blind provided braille lettering to go on the book pages.
- The director renewed her certification for another three years.
- The Fayette County Community Foundation approved the grant request for update the AV equipment in the meeting room. The awards ceremony is January 21 at 3:00 at the Hawkeye Community Hall.
- Open Access funds were received for \$1945.46.

Friend's Report:

- Friends put up the Christmas Tree and bought some poinsettias to decorate the library.
- Friends are planning the Chocolate Fest for February 7.
- The Imagination Library fees are increasing by \$0.40 per book.

Bills: Bills were reviewed. The Hoopla account for digital downloads was discussed. Funds are placed into an account to be drawn upon depending on monthly usage. Patrons are limited to 5 downloads per month. Kerns made a motion to approve the bills. Seconded by Mars. Motion carried.

Mural: Nagle Signs submitted 2 designs for the vinyl mural for the meeting room. The board would like a less busy background behind the books. They would like to see a design with a plain background and the arches design without the extra books on the side.

Chair rail: The board did not like the vinyl chair rail and would prefer a wooden chair rail that matches the wood in the meeting room.

Custodial Service: After 30 years of cleaning the library and mowing the lawn and removing snow, Dave and Cindy Schmitt are resigning effective December 31. Their service to the library is much appreciated and will be greatly missed. Two Proposals have been received for cleaning services.

- Midwest Janitorial for \$1450.00 per month for cleaning 3 times per week.
- Superior Cleaning Services for \$120.00 per visit for cleaning.

Mars made a motion to accept the proposal for Midwest Janitorial. Seconded by Kerns. Motion carried.

Mowing and Snow Removal: The City Administrator is considered different options for mowing and snow removal. The director is receiving bids for snow removal services. The Parks Department and the Streets Department are also being considered for doing these jobs. These departments will be doing the snow removal after December 31 until a solution is determined.

Policy Review: The policy on Faxing Services was reviewed. Mars made a motion to approve the policy as reviewed. Seconded by Kerns. Motion carried.

Adjournment: Kerns made a motion to adjourn the meeting at 5:55 p.m.

Respectfully submitted,
Susan Macken

Next meeting is Tuesday, January 14 at 4:30 p.m.