

The Oelwein Public Library Board of Trustees will meet on Wednesday, April 15, 2026, at 5:00 p.m. at the Oelwein Public Library.

**AGENDA**

**Roll Call**

**Agenda Approved**

**Minutes Approved**

**Correspondence and communications –**

**Trustee Training:** Recruit New Trustees-Part 3

**Director’s Report:** New Librarian, Dubuque Glass, Upcoming Programs

**Friends’ Report:** Iowa Adventure Pass, Venmo, Book Sale

**Bills Approved:**

**Unfinished Business**

**New Business**

Budget Amendment

**Policy Review:** 3D Printer Policy

**Adjournment**

**March**

**Circulation:**

**26 March: 3413**

*25 March: 3602*

**Computer Use:**

**26 March: 95 Wireless: 619**

*25 March: 90 Wireless: 774*

**Reference Questions:**

**26 March: 479**

*25 March: 468*

**Attendance:**

**26 March: 2037**

*25 March: 2480*

**New Patrons:**

**26 March: 20**

*25 March: 23*

**Program Attendance:**

**26 March: 75**

*25 March: 213*

**Passports:**

**26 March: 12**

*25 March: 15*

**Acquisitions:**

**Books 112**

**Movies 17**

**BRIDGES Downloads: 670**

**eBooks: 268**

**Audio: 374**

**eMagazines: 28**

**Recruit New Trustees**

- ❖ Be proactive in looking ahead to expiring terms and providing the mayor with the list well in advance.
- ❖ Create a brochure for prospective trustees summarizing library board member responsibilities including education expectations and make available as needed.
- ❖ Develop a library board application and make it available in paper and posted on the library and city websites.

The Oelwein Public Library Board of Trustees met on Wednesday, April 15, 2026, at 5:00 p.m. at the Oelwein Public Library.

**Present:** Mars, VanDenHul, Franzen, and Macken

**Absent:** Ingersoll, Kerns, and Payne

Vice-president VanDenHul called the meeting to order at 5:05 p.m.

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

**Correspondence and communications:** none

**Trustee Training:** Recruit New Trustees – Library Trustees should provide the mayor with a list of prospective Trustees well in advance. A brochure of member responsibilities and expectations can be helpful for recruiting new members as well as an application that can be posted on websites.

**Director’s Report:**

- Amy Throckmorton has been hired as a part-time Librarian. She has experience as a school librarian.
- Dubuque Glass has measured the windows for repair on the east side of the building. Materials will be ordered.
- Library staff will be participating in the STEM Night at Wings Park school on April 30.
- Kindergarten classes will be visiting the library on May 6.
- The director will attend the Director’s Roundtable in Manchester on May 5. The theme is “Celebrating Libraries as the Heart of Your Community.”

**Friends’ Report:**

- Friends are sponsoring 9 museums and zoos through the Iowa Adventure Pass program. Library staff are in the process of setting up the platform and obtaining invoices for the venues.
- Friends are setting up a Venmo payment option for the upcoming Book and Bake Sale.

**Bills Approved:** Mars made a motion to approve the list of bills. Seconded by Franzen. Motion carried.

**Unfinished Business:** none

**New Business:**

Budget Amendment – Mars made a motion to request \$7,619.99 to be amended into the Library Budget. Seconded by Franzen. Motion carried.

**Policy Review:** The 3D Printer Policy is a new policy. Franzen made a motion to approve the 3D Printer Policy. Seconded by Mars. Motion carried. Library staff will develop a contact information form for tracking print jobs.

**Adjournment:** The meeting was adjourned at 5:35.

**Next meeting: Wednesday, May 13 at 5:00**