

The Oelwein Public Library Board of Trustees will meet on Wednesday, November 12, 2025, at 5:00 p.m. at the Oelwein Public Library.

AGENDA

Roll Call

Agenda Approved

Minutes Approved

Correspondence and communications –

Trustee Training: Iowa Code 392.5

Director's Report: Halloween Party, Ingram, Methodist Presentation, Pumpkin Craft, Woodcarving, FCLA, Thanksgiving Closure

Friends' Report: Book & Bake Sale, Decorate for Holidays

Unfinished Business

New Business

Bridges Advantage Plan

Old Business

Estimate for Window Cleaning

Estimate for Carpet Cleaning/Upholstery

Windowsill Repair

Policy Review: Job Description: Assistant Library Director

Adjournment

October

Circulation:

25 October: 3337

24 October: 3858

Computer Use:

25 October: 109 Wireless: 761

24 October: 107 Wireless: 869

Reference Questions:

25 October: 533

24 October: 605

Attendance:

25 October: 2468

24 October: 3075

New Patrons:

25 October: 21

24 October: 80

Program Attendance:

25 October: 387

24 October: 356

Passports:

25 October: 10

24 October: 9

Acquisitions:

Books 76

Movies 7

BRIDGES Downloads: 625

eBooks: 283

Audio: 308

eMagazines: 34

Iowa Code 392.5 protects library boards and the powers of library trustees against direct city control over libraries. This protection insulates library governance from political influence and safeguards intellectual freedom. The exception to this is libraries that have advisory boards. Iowa currently has two such advisory boards: Clive and North Liberty; all others are administrative governing boards.

The Oelwein Public Library Board of Trustees met on Wednesday, November 12, 2025, at 5:00 p.m. at the Oelwein Public Library.

Present: Mars, Ingersoll, VanDenHul, Franzen, Kerns, Seeders, and Macken

Absent: none

President Ingersoll called the meeting to order at 5:02 p.m.

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

Minutes Approved: VanDenHul made a motion to approve the minutes. Seconded by Franzen. Motion carried.

Correspondence and communications: none

Trustee Training: **Iowa Code 392.5** protects library boards and the powers of library trustees against direct city control over libraries. This protection insulates library governance from political influence and safeguards intellectual freedom. The exception to this is libraries that have advisory boards. Iowa currently has two such advisory boards: Clive and North Liberty; all others are administrative governing boards.

Director's Report:

- The Halloween Party had 62 kids and adults attend to do games and crafts. Fayette County Conservation had an activity table for making bats.
- Staff have set up an "Express" account with Ingram which includes a 40% discount on books and free shipping.
- The director gave a presentation to the Methodist Women's Club on service the library provides as well as the upcoming changes due to budget cuts. The women had many questions and appreciated the frank discussion. They have a deep appreciation for the library and the variety of services that are provided.
- A recycled book Pumpkin Craft will be Thursday, November 13 from 5-7.
- Both sessions of the upcoming Christmas Ornament Woodcarving Class are filled.
- The Fayette County Library Association will meet on November 13. The bylaws will be updated to include online meetings.
- The library will be closed on November 27 and 28 for Thanksgiving.
- Before the opening of Olde Tyme Christmas, staff will have an activity from 3:30-4:30 where kids can make an Ugly Sweater ornament.

Friends' Report:

- The Book & Bake Sale brought in \$1476.
- Friends are working on a Google Form which will make it easier to contact members for volunteering at events.
- Friends will be decorating for the Holidays on December 4 at 10:00.
- Friends would like to donate funds towards cleaning the windows, maintaining the landscaping, cleaning the carpets. They would also like to consider repairing the windowsills when the estimate is received.

Bridges Advantage Plan: The board reviewed the report that shows how many people are on hold for downloadable audiobooks or ebooks through BRIDGES. The Advantage Plan allows individual libraries to purchase items that only their patrons can check out. Most of the items had only one person on hold. Therefore, it would not be cost effective to purchase an additional copies of an item for one person on hold.

Estimate for Window Cleaning

- Midwest Janitorial:
 - Clean entrances, Inside/outside exterior, both sides of awning - \$2620
 - Clean entrances, outside exterior, both sides of awning - \$1890
 - Clean entrances, outside exterior - \$1670
- Streak Free Window Cleaning:
 - Front entrance windows and doors - \$16
 - All front windows and doors - \$80
 - All exterior windows and doors - \$250
 - Inside/outside exterior windows, interior glass - \$785
 - Top of Canopy - \$85, bottom side on request

VanDenHul made a motion to accept the estimate from Streak Free for cleaning the inside and outside of the windows for \$785 and to clean the top and bottom of the canopy for \$170. Seconded by Franzen. Motion carried. A recommended cleaning schedule will be established.

Estimate for Carpet Cleaning/Upholstery

- Midwest Janitorial
 - Clean all carpets - \$1160
 - Clean all carpets and Scotchgarde - \$1405
 - Upholstery - \$5 per chair
- Stanley Steemer
 - Clean all carpets and Scotchgarde - \$3580
 - Upholstery - \$ 20 per chair

Franzen made a motion to accept the estimate from Midwest Janitorial for cleaning the carpeting without Scotchgarde for \$1405 and clean the upholstered furniture for \$5 each. Seconded by VanDenHul. Motion carried. The carpeting and upholstery will be done the end of April or early May after the winter season.

Windowsill Repair

- Miller's Construction
 - Remove and install existing shelving units, Remove/dispose existing sill, Install Trex board with oak cove trim, repair any damaged material under sill as needed at an additional cost - \$3676

Before making a final decision, the board would like to see samples of the Trex board.

Policy Review: VanDenHul made a motion to approve the job description for the Assistant Library Director as reviewed. Seconded by Kerns. Motion carried.

Adjournment: Mars made a motion to adjourn at 5:40 p.m.

Respectfully submitted,
Susan Macken

Next Meeting: December 10 at 5:00