

The Oelwein Public Library Board of Trustees will meet on Wednesday, December 10, 2025, at 5:00 p.m. at the Oelwein Public Library.

AGENDA

Roll Call

Agenda Approved

Minutes Approved

Correspondence and communications – Methodist Women

Trustee Training: Roles of Board, Director, and City

Director's Report: Library Page Resignation, New Cards, Windows and Canopy Cleaned, Supervisors Meeting, Bath Fizzies, Holiday Closures

Friends' Report:

Unfinished Business

Windowsill Repair

New Business

Atrium Ceiling Panels

Policy Review: Job Description: Librarian

Adjournment

November

Circulation:

25 November: 2700

24 November: 3572

Computer Use:

25 November: 82 Wireless: 512

24 November: 90 Wireless: 723

Reference Questions:

25 November: 366

24 November: 501

Attendance:

25 November: 1978

24 November: 3071

New Patrons:

25 November: 16

24 November: 28

Program Attendance:

25 November: 37

24 November: 123

Passports:

25 November: 12

24 November: 15

Acquisitions:

Books 90

Movies 6

BRIDGES Downloads: 560

eBooks: 230

Audio: 299

eMagazines: 31

Understand the Role of the Board, Director, and City in Library Operations (Trustee Handbook)

Your public library director is the department head of a city service and is responsible for the day-to-day management of the library. The director acts as the professional and technical advisor to the library board on matters of policy, programming, planning, and more.

The Oelwein Public Library Board of Trustees met on Wednesday, December 10, 2025, at 5:00 p.m. at the Oelwein Public Library.

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

Absent:

President Ingersoll called the meeting to order at 5:05.

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

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

Approval of the Bills: Ingersoll and VanDenHul signed the bills.

Correspondence and communications: The Methodist Women sent a thank you note in appreciation for the library program given to their women's group.

Trustee Training: The library director is the department head of a city service and is responsible for the day-to-day management of the library. The director acts as the professional and technical advisor to the library board on matters of policy, programming, planning, and more. (Library Trustee Handbook)

Director's Report:

- Harmony resigned as a Library Page. Interviews were conducted and Karilyn accepted the position.
- New patron cards were ordered from a new company. Lucas Cards offered color cards for \$0.21 each whereas the former company was going to be \$0.81 each. The new cards have the new sign/logo.
- All the exterior and interior windows were cleaned as well as the canopy.
- The Fayette County Library Association will meet with the Supervisors on December 15 to discuss funding for the libraries in the county.
- A Bath Fizzies class will be held on Saturday, December 20 at 10:00.
- The library will be closed for the holidays on December 24 and 25. The library will close at 5:30 on December 31 and will be closed on January 1.

Friends' Report:

- The Chocolate Fest will be on February 13 from 4:30-7.
- Keyrings for new patrons were ordered.

Windowsill Repair: Miller Construction submitted an estimate for repairing the windowsills for \$3676.24. Trex or Fiberon decking material would be used. The estimate does not include the cost to repair any rotted material that may be under the sill. The board chose the "Lava Rock" color from Trex Transcend or "Espresso" color from Fiberon, whichever one is cheaper.

Atrium Ceiling Panels: One corner end of the ¾" oak ceiling panels in the atrium had come loose. Miller Construction put in a screw to affix the panel to the 2x4 but noted that the 2x4 was loose as well. In addition, the panels are nailed to the 2x4's with finishing nails. The board would like to have the Building Inspector look at the panels to determine if they are safely adhered to the ceiling.

Policy Review: The job description for the Assistant Librarian was revised. The title has been changed to Librarian and the job description has condensed the Children's Librarian and the Outreach Librarian into one position of Librarian. Mars made a motion to approve the revised Librarian Job Description. Seconded by Kerns. Motion carried.

Adjournment: Ingersoll made a motion to adjourn at 5:45. As this was her last meeting, the library Board thanked Karen Seeders for her service to the council and as liaison to the library board.

Respectfully submitted,
Susan Macken

Next meeting Wednesday, January 14 at 5:00 p.m.