

Oelwein Public Library Minutes – June 20, 2023

The Oelwein Public Library Board of Trustees met on Tuesday, June 20, 2023 at 5:30 p.m. at the library.

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

Absent: Ingersoll and Payne

Vice-president Berryman called the meeting to order at 5:32.

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

Kerns arrived and resumed presiding over the meeting.

Communications:

- Jamie Jacobs from Oelwein Community Schools discussed partnership ideas with the board. VanDenHul will set up a July meeting with Catherine Wedemeier to continue making plans for the upcoming school year.
- Mallory Hanson from Fayette County Economic Development and Tourism appreciated the use of the meeting room for their annual meeting.
- A visitor to the community told a librarian that, “This is the best small town library I have ever been to!”

Trustee Training: The board reviewed the standard on developing community relations by regularly communicating with elected officials, business leaders, and civic organizations.

Director’s Report:

- At the end of the school year grades Kindergarten, 1st, 2nd, and 4th visited the library for a tour and to learn about the SRP.
- The fountain hose has come off the pump twice. StewartScapes has fixed it.
- The Fontana Naturalist is giving monthly programs at the library on different reptiles. Each month the library houses the reptile of the month. This month, the library has a turtle.
- The custodians cleaned the carpets in the heavy traffic areas of the library and the meeting room.
- The new computers and SonicWall were installed. The old computers were used to replace the oldest computers throughout the library.
- Iowa Total Cares sent literacy resources, book bags, and a \$500 Amazon gift card for purchasing books for their 100 Libraries in Iowa Literacy Program.
- The director will be on vacation June 30th- July 7th.
- The Annual Building Maintenance Schedule was completed for the year.
- The library received notification from the State Library that the library is a Tier 3 status and fully accredited.

Friend’s Report:

- The June meeting was cancelled.

Bills: Bills were discussed. The director will contact Scheel’s to only do one weed and feed application per year. Berryman made a motion to approve the bills. Seconded by Mars. Motion carried.

Roof: The city has not received an updated estimate for roof repairs as of May 30th. The city administrator responded to Schwickert's that the project needs to be done before this fall.

HVAC: Ten contractors were invited to look at the HVAC system and give recommendations for resolving the issues. The following estimates were received:

NEIA Mechanical, Elgin	\$192,580.94 – 18-month part \$201,188.06 – 5-year part
Plumb Tech, Waterloo	\$231,229 – 1-year part, 5-year circuit part
Ken's Electric, Oelwein	\$231,855 – 1-year part

Measures taken to reduce cost:

- Submitted Equipment Breakdown Endorsement claim to EMC Insurance – denied
- Researched incentives such as the Geothermal Heat Pumps Credit and Alliant Energy Rebates – only applies for residential systems.

After discussion the board recommends the city council consider using NEIA Mechanical for the contractor for \$192,580.94 and not upgrade to the 5-year part warranty.

Policy Review: Berryman made a motion to approve the Conduct in the Library policy as reviewed. Seconded by VanDenHul. Motion carried.

The board would like the director to find out more information from other libraries on the use of student library cards. In addition, the director will seek information about constructing a glass wall in the children's section.

Adjournment: Mars made a motion to adjourn at 6:35.

Respectfully submitted,
Susan Macken

Next meeting will be Tuesday, July 11 at 5:30.