

The Oelwein Public Library Board of Trustees will meet on Wednesday, January 14, 2026, at 5:00 p.m. at the Oelwein Public Library.

## AGENDA

**Roll Call**

**Agenda Approved**

**Minutes Approved**

**Correspondence and communications –**

**Trustee Training:** Roles of Board, Director, and City

**Director's Report:** Supervisors Meeting, Charging Station Report, Annual Report, Finger Reader, Windowsill, Oelwein Healthcare, Open Access, New Liaison, Upcoming Programs

**Friends' Report:**

**Bills Approved:**

### Unfinished Business

Atrium Ceiling Panels

### New Business

Roof Leaks

Grounds Maintenance

**Policy Review:** Job Description: Page

**Adjournment**

December			
<b>Circulation:</b>	<b>Computer Use:</b>	<b>Reference Questions:</b>	
<b>25 December:</b> 2966	<b>25 December:</b> 72 <b>Wireless:</b> 554	<b>25 December:</b> 410	
<b>24 December:</b> 3194	<b>24 December:</b> 84 <b>Wireless:</b> 726	<b>24 December:</b> 415	
<b>Attendance:</b>	<b>New Patrons:</b>	<b>Program Attendance:</b>	<b>Passports:</b>
<b>25 December:</b> 1609	<b>25 December:</b> 15	<b>25 December:</b> 18	<b>25 December:</b> 22
<b>24 December:</b> 1747	<b>24 December:</b> 17	<b>24 December:</b> 57	<b>24 December:</b> 7
<b>Acquisitions:</b>	<b>BRIDGES Downloads: 570</b>		
Books 86	eBooks: 191		
Movies 3	Audio: 346		
	eMagazines: 33		

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

Some of the ways the roles of the board, the library director, and the city differ are:

- ❖ The library director typically brings forward a draft of policy topics. However, it is the board that actually approves and adopts the policies. Once a policy is adopted, the director and staff carry it out as they operate the library.
- ❖ The board hires and evaluates the library director, while the director hires and evaluates other staff.
- ❖ The library director typically drafts the yearly budget proposal, but it's the board that officially adopts the budget based on money allocated by the city and county.
- ❖ The city appoints and approves members of the library board, allocates taxation to the library's budget, and handles the bill paying process.

The Oelwein Public Library Board of Trustees met on Wednesday, January 14, 2026, at 5:00 p.m. at the Oelwein Public Library.

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

**Absent:** Ingersoll and Payne

Vice-president VanDenHul called the meeting to order at 5:04.

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

**Correspondence and communications:** none

**Trustee Training:** The Roles of Board, Director, and the City according to the Trustee Handbook were reviewed. Topics included approving policies, hiring staff, adopting the budget, and appointing library board members, allocation of funds, and paying the bills.

**Director's Report:**

- Lynda Payne is the new City Council liaison.
- The Fayette County Library Association met with the County Supervisors. The supervisors did not foresee budget cuts to the library appropriation.
- The final grant report for the EVCharging Station was sent to the Iowa DOT. There were 185 charging events with 40 unique users.
- The Annual Report to the City Council was submitted. The Director will meet with the city council on January 26 to present the library budget request.
- The software for the finger reader was updated.
- Miller Construction replaced the laminated windowsills along the west windows with deck boards. There were only small areas that showed water damage, but no structural damage. Spray foam was used in the corners and the deck boards and windows were caulked. The repairs were paid out of the Capital Improvement fund.
- The Director will give an interactive presentation on January 23 at Oelwein Healthcare on popular books from the 1940's to the 1970's.
- Open Access funds for \$2060.40 were received from the state.
- The annual meeting for the Library Foundation will be on January 28.
- The Iowa Libraries Online Conference will be on January 29. The theme is "Worth Celebrating. Sessions will emphasize forming partnerships for the U.S. 250<sup>th</sup> Anniversary and other community or library celebrations.
- Staff will lead activities for "Bring Your Child to the Library Day" on Saturday, February 7 from 9:30-12:30.

**Friends' Report:**

- A military theme is planned for the Chocolate Fest in honor of the U.S. 250<sup>th</sup> Anniversary. Two box sizes for chocolates will be available.

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

### **Unfinished Business**

**Atrium Ceiling Panels:** The city is borrowing a lift from the school. The Building Inspector and Andrew Miller will fix the loose panel and inspect the remaining panels on January 22.

### **New Business**

**Roof Leaks:** Water was leaking from the men's restroom ceiling. Schwikert's inspected the roof and attic space. The cause appears to have been ice dams in the gutters and the valleys of the roof. Schwikert's suggest installing heat cable. The library board is not in favor of installing heat cable. The director will monitor how often the leaking occurs and if it appears to only happen if there is a build-up of ice.

**Grounds Maintenance:** The board would like to see estimates for the monthly weeding and maintenance of the library grounds plus refreshing the mulch in the spring. In addition, they would like to have the fountain pump installed this spring.

**Policy Review:** The board reviewed the job description for the Pages. Kerns made a motion to approve the job description as reviewed. Seconded by Mars. Motion carried.

**Adjournment:** Mars made a motion to adjourn the meeting at 5:50 p.m.

Respectfully submitted,  
Susan Macken

**Next meeting: Wednesday, February 11 at 5:00 p.m.**