

## Oelwein Public Library Minutes

The Oelwein Public Library Board of Trustees held their meeting on Tuesday, February 13, 2024 at 5:15 p.m. at the library.

**Present:** Mars, Ingersoll, VanDenHul, Berryman, Kerns, Seeders, and Macken

**Absent:** none

President Kerns called the meeting to order at 5:20.

**Agenda and Minutes:** Berryman made a motion to approve the agenda and the minutes. Seconded by Ingersoll. Motion carried.

**Correspondences:** none

**Trustee Training:** The board reviewed the standard on making accommodations so persons with disabilities can access the collection and services.

**Director's Report:**

- The police department assisted the library, city hall, and the utilities department in purchasing AED's for their facilities. The library is waiting for a replacement battery that will be good for the full four years. The board requested adding an annual check of the battery and pads on the maintenance schedule.
- The Paypal end year transaction statement was received. There were 52 transactions totaling \$809.
- The library community has been tracking HSB 678 and SSB 3168. These bills would remove the powers and duties from the library board. The city council and city administrator would assume these duties.
- The board terms for Berryman and Ingersoll will be expiring in July. The board will submit recommendations to the Mayor by May.

**Friend's Report:**

- The Friend's had a successful Chocolate Fest event with over 100 people in attendance.
- The book and bake sale is set for April 18-20.
- Friend's will donate \$2,500 for the new book sign.

**Bills:** Berryman made a motion to approve the bills. Seconded by VanDenHul. Motion carried.

**Landscaping Bids:** Requests for estimates was sent out to 3 businesses. Only one estimate was received. Stewartscapes submitted an estimate for maintenance for \$3,265, an increase of \$150, and mulch for \$693, an increase of \$33.

Berryman made a motion to accept the estimate for the maintenance and the mulch. Seconded by Ingersoll. Motion carried.

**New Book Sign:** A grant application was received from the Northeast Iowa Charitable Foundation. Kerns signed the grant request for \$16,500. Staff suggested updating the library logo to match the design of the new sign. The board liked the idea and asked Macken to inquire with Nagle Signs if there would be any opposition to or copyright issues with using their design.

**Policy Review:** Discussion was held on the Lockdown policy. Ingersoll made a motion to accept the policy as reviewed. Seconded by Berryman. Motion carried.

Ingersoll made a motion to adjourn at 5:55.

Respectfully submitted,  
Susan Macken

The next meeting is Tuesday, March 19 at 5:15 p.m.