

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

#### **AGENDA**

**Roll Call**

**Agenda Approved**

**Minutes Approved**

**Correspondence and communications –**

**Trustee Training:** Library Ordinance

**Director's Report:** Drywall and Painting, Vanities, Roof Repairs, Window Repairs, Cemetery Walk,

**Friend's Report:** New Member, Annual Meeting

**Bills Approved:**

**Unfinished Business**

**New Business**

FY27 Budget Cut of \$30,000

**Policy Review:** Staff Responsibilities and Conduct

**Adjournment**

#### **August**

***Circulation:***

**25 August: 3242**

**24 August: 3827**

***Computer Use:***

**25 August: 99 Wireless: 692**

**24 August: 98 Wireless: 788**

***Reference Questions:***

**25 August: 448**

**24 August: 491**

***Attendance:***

**25 August: 2236**

**24 August: 2282**

***New Patrons:***

**25 August: 27**

**24 August: 26**

***Program Attendance:***

**25 August: 139**

**24 August: 145**

***Passports:***

**25 August: 27**

**24 August: 13**

***Acquisitions:***

**Books 93**

**Movies 2**

**Audio 0**

***BRIDGES Downloads: 654***

**eBooks: 335**

**Audio: 281**

**eMagazines: 38**

#### **Library Ordinance**

**Iowa Code 392.5** states that a public library is established by an ordinance adopted by the city council. It is the local law under which the library exists and is part of the city code.

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

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

**Absent:** Mars, Ingersoll

Vice-president VanDenHul called the meeting to order at 5:02 p.m.

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

**Correspondence and communications:** None

**Trustee Training:** Library Ordinance was reviewed.

**Director's Report:**

- Personified fixed the water damaged drywall and painting the affected areas, the patron restrooms, and the meeting room. In the meeting room, the drapes were put into storage and the Scott Jan's prints were hung on the kitchenette wall.
- Irvine's installed the vanities and new faucets in the patron restrooms.
- Schwickert's did another segment of roof repairs.
- Dubuque Glass has scheduled the window repairs to be done on September 22.
- The Cemetery Walk will be at Oakdale on September 18 from 6-7:30. Friends of the Library will be serving popcorn and bottled water.
- The replacement car charging station was installed by the Utilities Department.
- The Parks Department trimmed out rogue trees from the landscaping.

**Friend's Report:**

- Abby Bouska and Michelle Mulfinger are new board members.
- The Annual Meeting was held on September 8. Officers are:  
President: Michelle Mulfinger    Vice-president: Abby Bouska  
Secretary: Mary Frisch    Treasurer: Jenny Gefaller
- Friends are sponsoring Laura Keyes program on the Role of Women during the American Revolution.
- The Little Library at Reidy Park was repaired.

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

**FY27 Budget Cut of \$30,000:** The board considered various income sources including the Corbett donation, the Bequest Fund, the Library Foundation, and the Friends of the Library. These sources would be temporary and could not sustain the cut in the budget long term. Options discussed for cutting the budget were the cleaning contract of \$17,760, the Book and Material line of \$28,000, and a reduction in Library Staff and Hours at \$29,870. Kerns made a motion to reduce the hours open by 5 hours per week and to reduce hours worked by the part-time librarians and the children's librarian to 1294 hours per year thereby not reducing the total number of staff. Seconded by Franzen. Motion carried. The board wants to be as consistent with the hours as possible. The new library hours will be Monday and Tuesday, 9:00 a.m. – 8:00 p.m.; Wednesday, Thursday, and Friday, 9:00 a.m. – 5:30 p.m.; and Saturday, 9:00 a.m. – 1:00 p.m. These changes will take effect July 1, 2026.

**Policy Review:** The Staff Responsibilities and Conduct policy was reviewed. The following changes were made to the dress code:

Items that cannot be worn:

- Jeans or pants that are ripped, torn, or frayed.
- Jewelry or accessories that could create a safety risk (e.g., items that can be pulled, caught on objects, or interfere with machinery or equipment). The library director reserves the right to require removal or covering of any jewelry or accessory deemed inappropriate, unsafe, or unprofessional.

Franzen made a motion to change the policy on Blue Jeans and amend the policy on Jewelry and Body Piercings. Seconded by Kerns. Motion carried.

**Adjournment:** Kerns made a motion to adjourn at 6:13.

The next meeting will be Wednesday, October 8 at 5:00 p.m.