

The Oelwein Public Library Board of Trustees will meet on Tuesday, June 11, 2024 at 5:15 p.m. at the Oelwein Public Library.

**AGENDA**

**Roll Call**

**Agenda Approved**

**Minutes Approved**

**Correspondence and communications –**

**Trustee Training – Library Facility – Parking**

**Director’s Report –** Wet carpet, New shrubs, Tub garden, SRP/Butterfly tent, Shingle/Roof inspection, Ballasts/Handicap door, Building Maintenance schedule, Juneteenth & Pride month displays, Elections, High School student tour, Closed July 4

**Friend’s Report –** Sponsoring Bechtel Critters, Scattergood, No June meeting

**Bills Approved –**

**Unfinished Business**

**New Business**

Election of Officers

**Policy Review –** Employee Levels and Benefits

**Adjournment**

**May**

**Circulation:**

**24 May: 3702**

*23 May: 3787*

**Computer Use:**

**24 May: 89 Wireless: 756**

*23 May: 144 Wireless: 677*

**Reference Questions: Passports:**

**24 May: 417**

*23 May: 545*

**24 May: 8**

*23 May: 10*

**Attendance:**

**24 May: 2523**

*23 May: 2427*

**New Patrons:**

**24 May: 25**

*23 May: 29*

**Program Attendance: Website Visits:**

**24 May: 395**

*23 May: 362*

**24 May: 645**

*23 May: 612*

**Acquisitions:**

**Books 131**

**Movies 15**

**Audio 2**

**BRIDGES Downloads: 503**

**eBooks: 270**

**Audio: 195**

**eMagazines: 38**

**HOOPLA Downloads: 183**

**eBooks: 39**

**Audio: 110**

**Movies: 10**

**Comics: 11**

**Music: 2**

**TV: 11**

81. The library provides adequate and convenient parking to the library’s customers on or adjacent to the library’s site. One parking space is available for every 500 square feet of building.

## Oelwein Public Library Minutes

The Oelwein Public Library Board of Trustees held their meeting on Tuesday, June 11, 2024 at 5:15 p.m. at the Oelwein Public Library.

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

**Absent:** Kerns

Ingersoll called the meeting to order at 5:23 p.m.

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

**Correspondence:** none

**Trustee Training:** The board reviewed the standard providing adequate parking.

Director's Report:

- Wet carpet – During a recent driving rain, the carpeting was wet under the stained glass windows on the west side of the library. Schwickert's did a roof inspection and did not see anything that would indicate a problem though they did apply some caulk around a roof vent.
- New shrubs – Stewartscapes planted three replacement shrubs in the planters along the highway.
- Tub garden – The old pallet garden was removed and the soil was transferred into four tubs. The Story Time kids planted flowers and vegetables
- Summer Reading Program – There has been good attendance at the Summer Reading Program events. Many entries were received for the Art Show. Participants ranged from children to adults. Unfortunately, the butterfly tent was cancelled due to lack of butterflies.
- Shingle/Roof inspection – A shingle blew off during one of the recent storms. Shwickert's did a roof inspection and replaced the shingle. In addition, they caulked some nail holes, and recommend fixing the flashing by a pipe near the patron restrooms.

Berryman arrived at 5:25.

- Ballasts/Handicap door – Ken's Electric are working on fixing some ballasts in both vestibules and a few fixtures in the main library. Also, the handicap door in the meeting room vestibule was not working. A loose wire was re-attached.

Seeders arrived at 5:30.

- Building Maintenance schedule – The annual schedule was completed. Checking the AED battery and pads was added to the new schedule.
- Displays - Juneteenth and Pride Month displays are up for June.
- Elections – The library was a polling place for the recent primary election.
- High School Student Tour – Three students enrolled in a summer school class toured the library and learned about the library board, the city ordinance, funding and groups that support the library, the library's mission and plan of service, unique services, and issues facing libraries.
- July 4 – The library will be closed for the Fourth of July holiday.
- New Sign – The sign has fallen behind in production and will probably be completed by the end of July.

Friend's Report:

- Friend's sponsor Bechtel's Critters and the Scattergood programs for the summer reading program.
- There was no June meeting.

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

**Election of Officers:** Mars made a motion to elect the following officers. Seconded by Berryman. Motion carried.

President: Ingersoll

Vice-president: VanDenHul

Secretary: Franzen

**Policy Review:** Employee Levels and Benefits – The city has made some changes to the city personnel manual which affects library policy.

- Longevity has been replaced with a periodic, minimum 1% additional raise.
- During inclement weather, the city administrator will determine if city buildings will close. In addition, guidelines have been established on how employees will be compensated based upon pre-determined factors.

Berryman made a motion to accept the revised employee benefits policy. Seconded by VanDenHul. Motion carried.

**Adjournment:** Berryman made a motion to adjourn at 5:43.

After 13 years of dedicated service, Callie Berryman is retiring from the library board of trustees. The Library Board and Director appreciate her insight, leadership, and guidance in directing the mission of the public library.

**Next Meeting:** July 9 at 5:15