

The Oelwein Public Library Board of Trustees will meet on Tuesday, May 13, 2025, at 5:30 p.m. at the Oelwein Public Library.

AGENDA

Roll Call

Agenda Approved

Minutes Approved

Correspondence and communications – Diversity Club

Trustee Training: Open Meetings and Records, part 4 – Electronic Meetings

Director's Report: New Page, iPad Stand Replacements, LP Security Camera, Staff Evaluations, Roof, Farmer's Market, Roundtable, Summer Reading, Sprinkler Inspection, Memorial Day, County Funding, IMLS funding

Friend's Report: Seeking Board Members, Book Sale April 24-26

Bills Approved:

Unfinished Business

Paint/Wallcovering/Tile

Restroom Vanities

Restroom Faucets

New Business

Bid For Landscaping Maintenance

Library Programs Evaluation

Library Director Evaluation

Policy Review: Safe Patron

Adjournment

April

Circulation:

25 April: 3302

24 April: 4108

Computer Use:

25 April: 86

24 April: 110

Wireless: 866

Wireless: 780

Reference Questions:

25 April: 492

24 April: 514

Passports:

25 April: 17

24 April: 9

Attendance:

25 April: 2392

24 April: 2565

New Patrons:

25 April: 30

24 April: 26

Program Attendance:

25 April: 20

24 April: 100

Website Visits:

25 April: 688

24 April: 601

Acquisitions:

Books 76

Movies 4

Audio 0

BRIDGES Downloads: 764

eBooks: 254

Audio: 477

eMagazines: 33

HOOPLA Downloads: 207

eBooks: 29

Audio: 155

Movies: 12

Comics: 3

Music: 0

TV: 8

The Oelwein Public Library Board of Trustees met on Tuesday, May 13, 2025, at 5:30 p.m. at the Oelwein Public Library.

Present: Ingersoll, Mars, Franzen, VanDenHul, Seeders, Macken

Absent: Kerns

President Ingersoll called the meeting to order.

Agenda Approved: VanDenHul made a motion to approve the agenda. Seconded by Franzen. Motion carried.

Minutes approved: Mars made a motion to approve the minutes. Seconded by Franzen. Motion carried.

Correspondences: A thank you was received from the High School Diversity group for the library's participation at their event.

Trustee Training: The training was postponed until the June meeting.

Director's Report:

- Harmony Starbuck is the new library page.
- The two iPad stand replacement parts were sent at no charge since they were under warranty.
- The security camera in the new books room was replaced.
- Staff evaluations were completed.
- Another segment of the roof will be repaired with CIP funds. The columns and curbs will be fully enclosed with metal which will eliminate relying on caulk to keep things watertight.
- The children's librarian will be visiting the Farmer's Market and using the Iowa PBS program activities, games, and recipes.
- The director will be attending the Roundtable in Arlington on "Assess, Adapt, Act."
- The SRP starts May 27 with a drop-in registration event of decorating a book bag.
- The annual inspection of the sprinkler system was conducted.
- The library will be closed for Memorial Day.
- The appropriation from Fayette County will remain the same for FY26 at \$28,593.

Friend's Report:

- The book and bake sale brought in \$1378.
- The bylaws were amended to remove term limits.
- Michelle Mulfinger is a new board member.
- Jody Solsma, Karen Cannon, and Jenny Gefaller renewed their terms.
- Barb Geilenfeld resigned from the board.

Bills: Bills were reviewed. Franzen made a motion to approve the list of bills. Seconded by Mars.

Budget Cuts: The director reported on Monday's city council work session that, due to changes in property tax, the city council will need to make a minimum of \$300,000 in budget cuts from the general fund. All general fund departments will be making cuts. The library board will need to determine the best way to cut \$30,000 from the library budget. As of now, the cut will need to start by July 2026.

Renovations: The board discussed the various options for repairing the water damaged areas of the library. The library board agreed that, for now, it would be most practical to do basic repairs and renovations.

Franzen made a motion to use Bequest Funds to paint the affected areas and the meeting room, replace the public restroom vanities with the Onyx (Polina color) vanity top, and replace the public restroom faucets with the Delta 521 Commercial single handle faucet. Seconded by VanDenHul. Motion carried.

Landscaping Maintenance: A bid was received from StewartScapes. VanDenHul made a motion to approve the monthly weeding and fall trimming and cleanup. Seconded by Mars. Motion carried. The spring cleanup, mulching, and restoring the pea rock will not be done this year. It was suggested that a spring cleanup could be done through the United Way Day of Caring, next year.

Franzen left the meeting.

Programming Evaluation: The director collected statistics for the year on program attendance and noticed that the highest attendance is when school is not in session. The director suggests eliminating the weekly story time and afterschool programs since, oftentimes, zero people attend. Many children go to daycare and are unable to attend programs at the library. Upon inquiry, all Fayette County libraries stated that they have discontinued weekly story times. Instead, staff would take story times and activities to LHLC Daycare, school visits, Party in the Park, and the Farmer's Market. "Pop-Up Programs" will take place on differing days and time periods, especially when school is not in session such as during holiday breaks. Summer story times will continue. Teachers are encouraged to bring classes to the library.

Director Evaluation: All evaluations have not been turned into the president. The evaluation is postponed until June.

Policy Review: The Safe Patron policy was reviewed. VanDenHul made a motion to accept the policy as reviewed. Seconded by Mars. Motion carried.

Adjournment: VanDenHul made a motion to adjourn the meeting at 6:30.

Respectfully submitted,
Susan Macken

The next meeting will be Tuesday, June 10 at 5:00 p.m.