

Library Board Minutes April 19, 2022

The Oelwein Public Library Board of Trustees held its regular board meeting on Tuesday, April 19, 2022 at 5:00 p.m. at the library.

Present: Mars, Ingersoll, Gilson, Payne, and Macken

Absent: Kerns, Berryman

President Mars called the meeting to order at 5:00 p.m.

Approve the agenda: Gilson made a motion to approve the agenda. Seconded by Ingersoll. Motion carried.

Approve the minutes: Gilson made a motion to approve the minutes. Seconded by Ingersoll. Motion carried.

Correspondences: none

Trustee Training: The Board reviewed the standard on the community having free access to public library services such as books, inter-library loan, meeting room, videos.

Director's Report:

- The city council approved the appointments of Blake Kerns and Cortney VanDenHul to the Library Board of Trustees. Their terms will expire on July 1, 2028.
- The Thinking Money for Kids exhibit opened to the public on April 12. After school programs are offered on Thursdays through May 5. First, Second, Third, and Fourth grade classes have scheduled field trips to visit the exhibit and take part in activities. Board members suggested sending flyers to the classrooms to promote library programs in addition to visiting classrooms to share upcoming events.
- Fire Sprinkler test revealed too low of pressure to run the sprinklers properly in case of fire. City crews identified a broken valve that restricted water flow. They will fix the valve in the upcoming weeks.
- Six new, but refurbished, computers were installed. This is a CIP item.
- The paint project is not yet complete.

Friend's Report:

- The Friend's will contribute \$2,500 towards the parking lot landscaping renovation.
- The Book and Bake Sale is April 21 – 23.

Bills: The director noted that a Knox Box is in the bills to be ordered. This will allow emergency personnel access to a key to enter the library during an emergency situation when the library is closed. Gilson made a motion to order a Knox Box. Seconded by Ingersoll. Motion carried.

StewartScape Estimate: StewartScape submitted a revised estimate for renovating the parking lot using rock instead of mulch and not changing the rock around the library sign. The updated quote is for \$5282.

The quote using mulch and not changing the rock around the library sign is for \$4288. Gilson made a motion to accept the estimate for \$5282 using rock. Seconded by Ingersoll. Motion carried.

Budget Amendment: Items to amend into the budget are Open Access, Enrich Iowa, and Grants for a total of \$17,180.80. Ingersoll made a motion to accept the budget amendment. Seconded by Gilson. Motion carried.

FY23 Budget: The final budget of \$306,592 is \$2,000 higher than the initial request. The extra funds will be used to pay for the fire alarm sprinkler system test and monitoring. The Bequest Fund appropriation is the standard amount of \$50,000.

FY23 Salaries: Council allowed \$213,094 for salaries. This would allow a minimum of a 4% increase. Ingersoll made a motion to accept salary increases for library staff for \$214,853. Seconded by Gilson. Motion carried. This allows for a minimum 4% increase or wages comparable with libraries in Oelwein's size code. Pages starting wage will be \$10 per hour.

Payne left the meeting at 5:25 p.m.

Policy Review – Internet Use: The director suggested a change in the policy that says that two people can sit at a computer station at one time, but only the person using the computer needs to have a library fees less than \$2.00 or pay \$2.00 towards their outstanding balance. Gilson made a motion to accept the revised policy. Seconded by Ingersoll. Motion carried.

Adjournment: Gilson made a motion to adjourn at 5:30 p.m.

Next meeting Tuesday, May 10.

The Director Evaluation Form was distributed. Completed evaluations are to be submitted to Anita Mars prior to the May meeting.

Respectfully submitted,

Susan Macken