

## Oelwein Public Library Minutes

The Oelwein Public Library Board of Trustees held their meeting on Tuesday, January 16, 2024 at 5:15 p.m. at the library.

**Present:** Mars, Berryman, VanDenHul, Kerns, Payne, and Macken

**Absent:** Ingersoll

Vice-president Berryman called the meeting to order at 5:17 p.m.

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

**Correspondences:** none

**Trustee Training:** The board reviewed the standard on allowing patrons of all ages to place reserve requests.

Kerns arrived and resumed the meeting. Karen Seeders will be the new City Council Liaison. The board members thanked Linda for the years she has represented the City Council at the library board meetings.

**Director's Report:**

- Staff attended CPR/AED training. The board would like to install an AED at the library.
- The Annual Charging Station report for the Iowa DOT grant and for the taxable usage to the Iowa Department of Revenue was turned in. The library had 89 charging events from March through December 2023 with 28 unique users.
- Staff were recertified for executing passports.
- The children's area glass wall was installed. Patron feedback has been very positive.
- The Library Foundation met on January 3. The Foundation will be sponsoring the Imagination Library books this year. Also, if a previous donor contributes to renewing the Ancestry database, the Foundation will pay for the remaining total. In addition, the Foundation will contribute \$500 towards a replacement road sign contingent upon the decision of the library board.
- An estimate request has gone out to StewartScapes, Performance Lawncare, and Scheel's for landscaping maintenance. The estimates are due by February 1.
- Oelwein Reads book club will meet at Ampersand on January 25 at 6:00 p.m.

**Friend's Report:**

- Friends will replace the bushes in 2 of the planters along the road.
- Friends will make a donation towards a replacement sign, but will decide the amount after the library board makes a decision.
- The Chocolate Fest is February 9 from 4:30-7.

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

**Sign:** The board discussed the advantages and disadvantages of replacing the failing digital sign with either another digital sign or a stationary sign designed by Nagle's. Berryman made a motion to go with the stationary book design sign and pursue funding. Seconded by Mars. Motion carried.

Progress on the Plan of Service was reviewed and discussed. Positive progress has been made.

The Annual Report was reviewed.

**Policy Review:** An addition to the Emergency Policy included the statement that Hawkeye Alarm would notify dispatch when the fire alarm is activated. Berryman made a motion to accept the Emergency Policy as revised. Seconded by Mars. Motion carried.

Berryman made a motion to adjourn at 5:58 p.m.

Respectfully submitted,  
Susan Macken

The next meeting is Tuesday, February 13 at 5:15 p.m.