

Oelwein Public Library Board Minutes

The Oelwein Public Library Board of Trustees held their meeting on Monday, October 16, 2023 at 7:00 p.m. at the library.

Present: Mars, Ingersoll, VanDenHul, Kerns, and Macken

Absent: Berryman, Payne

President Kerns called the meeting to order at 6:59.

Agenda approved: Mars made a motion to approve the agenda. Seconded by VanDenHul. Motion carried.

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

Correspondences and Communication:

Sue from Crisis Intervention Services sent a thank you for hosting their display on honoring murder victims on the National Day of Remembrance for Murder Victims.

City Administrator, Dylan Mulfinger, was unable to attend the meeting to speak on the upcoming fiscal year's budget.

Trustee Training: The board reviewed the standard on offering programming for adults.

Director's Report:

- The council approved hiring Schwickert's to repair "Priority A" areas of the roof. Schwickert's plans on finishing the repairs this fall.
- The city administrator signed a service agreement with Martin Gardner to do a conditions assessment of the library in regards to moisture in the attic, and overall general building aging issues.
- Staff will start a community book club in January. The club will meet in Ampersand, quarterly, to discuss books related to Iowa.
- Iowa City Ghost Hunters will give a program on their paranormal experiences on Saturday, October 28 at 1:00. Friends of the Library are sponsoring the program.
- FCLA met with the Supervisors on October 2. The Supervisors took a tour of the West Union library and saw the variety of services the library provides.
- The school hosted the first Read Aloud program on October 2. Two families participated. The next event will be November 6.
- Macken is working with a Senior Seminar student who is interested in improving youth attendance at the library. The student found out that it would not be possible to implement a bus stop at the library this school year, but the student is going to organize a chess tournament to be held at the library on December 2.
- Macken gave a presentation at the Lion's Club on upcoming programs. The middle school art teacher was also in attendance and is very interested in having students participate in the library art show.

- The Children’s Librarian and the Director recently attended the ILA Conference in Dubuque. They will share highlights of what they learned at upcoming staff meetings.
- The State Library sent the Enrich Iowa appropriation. Oelwein received \$2587.84.
- Macken submitted a grant proposal to the ALA for the *Holocaust in America* traveling exhibit. Notification will be sent in January as to which libraries were chosen as host sites.
- Caleb Smith submitted his resignation as library page. Jeff Hughes has been hired and will commence work on October 21.
- The director will be on vacation November 14-22.

Friend’s Report:

- The Book and Bake Sale brought in \$1260.00

Bills: Ingersoll made a motion to approve the bills. Seconded by Mars. Motion carried.

Children’s Area: Five bids were received for the children’s area glass wall.

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| Dubuque Glass | \$21,500 |
| Zephyr Aluminum | \$25,650 |
| Decorah Mobile | \$26,650 |
| AM Glass | \$27,000 |
| MGSI | \$30,314 |

Brian Stark from MGA reviewed the bids and recommended Dubuque Glass based on the cost, thoroughness of the bid, and quality of materials. Ingersoll made a motion to accept the bid from Dubuque Glass. Seconded by VanDenHul. Motion carried.

Outdoor Message Board: Brian Buss from Nagle Signs responded to the library board’s questions.

- The sign has a primary and secondary side. The primary side can run if the other side is turned off.
- A 16MM sign is not a good solution since it will be the next display to be discontinued and the price is not far off from a 10MM sign.
- Raising the sign would be a considerable cost increase because of the engineering needed to address wind load.

The board would like to look at other sign ideas rather than a digital sign that will look dated after 5 years. Since the library sits far off the main road, the sign needs to be visible from the road, lighted at night, and enduringly stately. The board would like the design department at Nagle Signs to draw up some ideas. In addition, the large bushes will be removed from each side of the stone sign.

FY2025 Budget: The proposed FY25 budget was reviewed. Over the next 3 years, the library budget will need to be cut \$30,000. Therefore, the library board will not be re-hiring a replacement part-time librarian which will save more than \$20,000. Since a part-time librarian will not be hired and the librarians have assumed additional duties and have brought in an additional \$9,283 in Passport Services revenue, the library board would like to give library staff a 6% wage increase. For FY26 and FY27, the library board will reduce the book budget by \$5000, both years, and backfill this amount from the Bequest Fund.

FY2025 CIP: The brick exterior of the building needs to be evaluated for tuck pointing and some of the brick fronts are cracking and falling off. The library board will request \$10,000 for masonry repair and maintenance. The library board will request \$8,000 for “Priority B” roof repair and maintenance.

FY2025 Bequest Request: The library board will submit a request of \$50,000 available for the Bequest Fund.

Christmas Holiday: The City Council approved closing Tuesday, December 26 for the Christmas Eve holiday since this day is on a Sunday. Ingersoll made a motion to close the library on December 26 for the Christmas Eve holiday. Seconded by Mars. Motion carried.

Policy Review: The Circulation Policy was reviewed. The following change was made: New cardholders are limited to 3 items; the limit will be removed after the card is in good standing for 2 months. Ingersoll made a motion to accept this change. Seconded by VanDenHul. Motion carried.

The Employee Levels and Benefits was reviewed. The following change was made: Part-time hourly librarians – After one year of employment, one week of vacation is given, pro-rated on the average number of hours worked in a week during the preceding year. Ingersoll made a motion to accept this change retroactive to September 24, 2023. Seconded by Mars. Motion carried.

Adjournment: Ingersoll made a motion to adjourn at 8:15.

Respectfully submitted,
Susan Macken

Next Meeting: Tuesday, November 14, 5:00