

## Library Minutes January 14, 2020

The Oelwein Public Library Board of Trustees held its regular board meeting on Tuesday, January 14, 2020 at the library.

Present: Ingersoll, Berryman, Mars, Kerns, Gilson, Gerdt, and Macken. Also present, Mayor DeVore.

Absent: none

President Ingersoll called the meeting to order at 6:05 p.m.

Gilson made a motion to approve the agenda and the minutes. Seconded by Mars. Motion carried.

**Correspondences:** There were no correspondences.

**Trustee Training:** The board reviewed the standard on adding materials to the collection. The standard recommends increasing items at an average of 3% per year. The board discussed possibly adding a movie sign and have businesses sponsor a movie night.

### **Director's Report:**

- Staff are tracking patron usage during the evening hours of 5-6, 6-7, and 7-8.
- A representative from the Department of State inspected the facility and procedures used for issuing passports on January 15.
- The Fayette County Library Association met with the County Supervisors on January 6 to discuss increasing the county appropriation 5%. Currently, Oelwein Library receives \$27,472.62.
- Staff will be reviewing and updating all library procedures during our monthly staff meetings.
- Department Heads will be meeting with the city council on January 20 to discuss the budget and the Capital Improvement projects. The director has received a few other options from Skutchi for partitioning the Reference Room.
- The program on Ancient Shipwrecks will be January 23 at 3:00.
- Staff will be participating in an online library conference on project management on January 16.
- The director is writing a grant for an EV Charging station sponsored by the Iowa DOT.
- The Library Foundation will be meeting on January 21 at 5:30.
- The Accreditation application was submitted

### **Friend's Report:**

- Plans are being made for the February 14 Chocolate Fest.
- The president will be sending out the annual letter and membership renewals.
- Josh Schunk is working with Gondola Train about moving the bookshelves during the re-carpeting.

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

**Patron Suspension Review:** The board discussed the expiring suspension of a patron. The issue commenced in 2014 and this patron has had two one-year suspensions. The patron's state of mind has not changed and this person has confronted library staff outside of the library. Patron's are concerned that this person will be coming back to the library. Berryman made a motion to place on a lifetime suspension due to patron complaints and continued confrontations with library staff. Seconded by Kerns. Motion carried.

**Policy Review:** Gilson made a motion to approve the “Staff and Board Member’s Considerations” policy as reviewed. Seconded by Berryman. Motion carried.

Gilson made a motion to adjourn at 7:54 p.m.

The next meeting will be on Wednesday, February 12 at 5:00 p.m.