

The Oelwein Public Library Board of Trustees met on Wednesday, January 14, 2026, at 5:00 p.m. at the Oelwein Public Library.

**Present:** Mars, VanDenHul, Kerns, Franzen, and Macken

**Absent:** Ingersoll and Payne

Vice-president VanDenHul called the meeting to order at 5:04.

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

**Correspondence and communications:** none

**Trustee Training:** The Roles of Board, Director, and the City according to the Trustee Handbook were reviewed. Topics included approving policies, hiring staff, adopting the budget, and appointing library board members, allocation of funds, and paying the bills.

**Director's Report:**

- Lynda Payne is the new City Council liaison.
- The Fayette County Library Association met with the County Supervisors. The supervisors did not foresee budget cuts to the library appropriation.
- The final grant report for the EVCharging Station was sent to the Iowa DOT. There were 185 charging events with 40 unique users.
- The Annual Report to the City Council was submitted. The Director will meet with the city council on January 26 to present the library budget request.
- The software for the finger reader was updated.
- Miller Construction replaced the laminated windowsills along the west windows with deck boards. There were only small areas that showed water damage, but no structural damage. Spray foam was used in the corners and the deck boards and windows were caulked. The repairs were paid out of the Capital Improvement fund.
- The Director will give an interactive presentation on January 23 at Oelwein Healthcare on popular books from the 1940's to the 1970's.
- Open Access funds for \$2060.40 were received from the state.
- The annual meeting for the Library Foundation will be on January 28.
- The Iowa Libraries Online Conference will be on January 29. The theme is "Worth Celebrating. Sessions will emphasize forming partnerships for the U.S. 250<sup>th</sup> Anniversary and other community or library celebrations.
- Staff will lead activities for "Bring Your Child to the Library Day" on Saturday, February 7 from 9:30-12:30.

**Friends' Report:**

- A military theme is planned for the Chocolate Fest in honor of the U.S. 250<sup>th</sup> Anniversary. Two box sizes for chocolates will be available.

**Bills Approved:** Kerns made a motion to approve the bills. Seconded by Franzen. Motion carried.

**Unfinished Business**

**Atrium Ceiling Panels:** The city is borrowing a lift from the school. The Building Inspector and Andrew Miller will fix the loose panel and inspect the remaining panels on January 22.

**New Business**

**Roof Leaks:** Water was leaking from the men's restroom ceiling. Schwikert's inspected the roof and attic space. The cause appears to have been ice dams in the gutters and the valleys of the roof. Schwikert's suggest installing heat cable. The library board is not in favor of installing heat cable. The director will monitor how often the leaking occurs and if it appears to only happen if there is a build-up of ice.

**Grounds Maintenance:** The board would like to see estimates for the monthly weeding and maintenance of the library grounds plus refreshing the mulch in the spring. In addition, they would like to have the fountain pump installed this spring.

**Policy Review:** The board reviewed the job description for the Pages. Kerns made a motion to approve the job description as reviewed. Seconded by Mars. Motion carried.

**Adjournment:** Mars made a motion to adjourn the meeting at 5:50 p.m.

Respectfully submitted,  
Susan Macken

**Next meeting: Wednesday, February 11 at 5:00 p.m.**