

Oelwein Public Library Minutes December 17, 2019

The Oelwein Public Library Board of Trustees held its regular board meeting on Tuesday, December 17, 2019 at 5:30 p.m. at the library.

Present: Gilson, Kerns, Berryman, Ingersoll, Christensen, and Macken. Also, City Administrator Mulfinger.

Absent: Mars

Kerns called the meeting to order at 5:34 p.m.

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

City Administrator: The City Administrator talked about the FY21 budget. Budget requests from the general fund will be around \$2.4 million compared to the projected revenue of \$2.1 million. All general fund departments should expect cut-backs in funding requests. New assessments will hopefully help the general fund. Franchise fees support the Capital Improvement Plan fund.

Ingersoll arrives.

Correspondences: All Families Matter sent a message of appreciation for the use of the meeting room.

Trustee Training: The board reviewed the standard on evaluating the collection for its usefulness. On average, 3% of the collection is withdrawn each year due to wear, outdated information, or lack of circulation.

Director's Report:

- The library will be adding *The Fayette County GAR Records, The Fayette County Atlases: 1879, 1896, 1916, 1938, and The Roster of Iowa Soldiers in the War of the Rebellion – 6 vol. set* to the newspaper archive database. The cost will be shared among Fayette County libraries. Oelwein's cost is \$650.
- The Oelwein Daily Register gave permission to allow access to the historical newspaper through the library's website instead of limiting access to in-library use.
- A Holiday Escape Room will be offered during the school break, December 30-January 3.
- Staff will continue to work with the Senior Seminar student on using Hootsuite to post to Facebook and Instagram as library business accounts instead of personal accounts.
- Jeff Hughes has been hired as a library page. He started training on December 11.
- The library received a grant from the Northeast Iowa Charitable Foundation for \$13,000 to help with re-flooring the library.

Friend's Report:

- Friends are sponsoring Dan Davis from Luther College who will give a program on January 23 on his experiences as a deep sea diver exploring ancient shipwrecks.
- Memberships renewals will be mailed.
- The Chocolate Fest will be February 14. Friends would like to add beer tasting to the evening activities.

Bills: Bills were reviewed. The maintenance contract with Young's Plumbing and Heating was renewed and Ken's Electric replaced 4 light ballasts. Berryman made a motion to accept the bills. Seconded by Kerns. Motion carried.

Accreditation: The board revised the library mission statement to read:

The Oelwein Public Library is a strong foundation providing programs and services that benefit our community. Our goal is to honor our storied past, enrich present lives, and encourage life-long learning. The library is a passport to success!

Berryman made a motion to accept the mission statement, goals, and objectives. Seconded by Gilson. Motion carried.

Macken reviewed the ADA Checklist for Existing Facilities: Priority 1 – Approach and Entrance. The following items will be addressed:

- The signs with the International Symbol of Accessibility need to be raised so that the bottom of the sign is at least 60 inches above the ground. One sign measures 51 inches and the other measures 58 inches.
- The "van accessible" sign needs to be moved to the north space so that the lift gate can access the marked aisle.
- The door closers need to be adjusted so that it takes a minimum of 5 seconds to close from an open position of 90 degrees to a position of 12 degrees. Currently they measure 4 seconds.
- The mat on the carpet either needs to be securely attached or removed.

Capital Improvement Plan: The Capital Improvement Plan was discussed. A new item would be to provide an additional study room. The board came up with several ideas for utilizing the current spaces to accommodate a study room.

Gilson made a motion to approve the Capital Improvement Plan. Seconded by Kerns. Motion carried.

Carpet Bids: The following bids were received for re-carpeting the main library with commercial grade carpet squares and re-flooring the meeting room area with commercial grade luxury vinyl plank:

- Design Flooring - \$59,278
- Dessel-Roach - \$48,450
- Furniture Showcase - \$42,425

Berryman made a motion to accept the bid from Furniture Showcase. Seconded by Kerns. Motion carried.

Macken reported that Gondola Train from Potosi, WI will rent library shelf movers for \$425 for the first week and \$225 for additional weeks. The system uses jacks on wheels that lift the shelving units with the books in place to be wheeled to the side. The board expects the library will need to be closed for 2 weeks.

Policy Review:

- Library Personnel Intro – Gilson made a motion to accept this policy as reviewed. Seconded by Berryman. Motion carried.
- Staff Responsibilities and Conduct – revisions to the section on body piercings and tattoos were made to reflect the city's policy. Berryman made a motion to accept this policy as revised. Seconded by Gilson. Motion carried.

- Employee Levels and Benefits – the sections on Full Time Employee Benefits for vacation, casual days, sick leave, and longevity were removed as this is addressed in the city’s policy. Gilson made a motion to accept this policy as revised. Seconded by Kerns. Motion carried.
- Progressive Discipline Policy – Gilson made a motion to accept this policy as reviewed. Seconded by Kerns. Motion carried.

Gilson made a motion to adjourn at 7:20 p.m.

The next meeting will be January 14 at 5:30 p.m.

Respectfully submitted,
Susan Macken