

## Oelwein Public Library Minutes – February 14, 2023

The Oelwein Public Library Board of Trustees met on Tuesday, February 14, 2023 at 4:45 p.m. at the library.

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

**Absent:** Ingersoll, Mars

President Kerns called the meeting to order at 5:00 p.m.

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

**Correspondences:** none

**Trustee Training:** The board reviewed the standard on allowing patrons to make payments using debit or credit cards. The library has been successfully using PayPal for a number of years.

### **Directors Report:**

- The Northeast Iowa Charitable Foundation awarded a grant for \$19,310 for the library to install the musical instrument garden. The Friends of the Library donated \$2500 for the installation, and the Community Foundation will reveal their grant awards in April. Macken has placed the order for the instruments.
- A representative from the U.S. Department of State inspected our facility and procedures for executing passports. The inspection had a favorable report.
- Staff will offer a class on using the Ancestry database on February 21 at 2:00.
- The city clerk included the Library Bequest in a CD group rate that yields a higher interest rate.

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

- Over 100 boxes of chocolate were sold during the Chocolate Fest. The current amount earned from this event exceeds \$1300.

**Bills** were reviewed. Ken's Electric did multiple repairs to lights and fixed the parking lot lights. Berryman made a motion to accept the bills. Seconded by VanDenHul. Motion carried.

**Self-checkout Survey:** A survey was conducted for 2 weeks asking patrons if they would like the option of using a self-checkout station. Twelve (12) responded "yes", thirteen (13) responded "no", and 1 responded "don't care." Some patrons were concerned that this would mean staff would lose their jobs. Based on this information, the library will not invest in a self-checkout station at this time.

**HVAC estimates:** The following heating and cooling business were contacted about looking at the library's system, offering recommendations, and submitting a bid to replace the units.

- Casper's of Decorah – too busy
- Marv Smith of Fort Atkinson – no response
- Mick Gage of New Hampton – busy until the end of summer
- Johnson's of Oelwein – does not do geothermal
- Fitzpatrick's of Hazleton – does not do HVAC

- Bergan of Waterloo – Ray looked at the units, but needed to send the person who does commercial units. This person did not come. Response to questions: Mini-splits/heat pumps may have a rebate with Alliant, but geo is still as efficient and is already in place including all the ductwork.
- Northeast Iowa Mechanical of Elgin – Responses to questions: Mini-splits uses the outside air and are very expensive. It would be better to use the existing geothermal as it is more efficient, the loop field is already there and uses the more efficient ground temperature. It is not possible use a different refrigerant in the existing system because of the compressors and other components and, there would still be the leaking issue. With an R22 system, it is better to change the unit. He did not foresee any delays in ordering and receiving new units. Estimate received: \$185,591.26. Would need to confirm that this is for all 5 units. After 40% tax credit \$111,354.76. Would need to confirm that the city would qualify for this rebate.
- Ken’s Electric – Response to questions: No longer make R410A units after 2025. Harder to find that refrigerant after 2035. Estimate received: \$231,855.00 for all 5 units.
- Young’s Plumbing and Heating – Estimate received: \$175,695.00. Would need to confirm if this is for 2 units or 5 units.
- Plumb Tech – Response to questions: would not do another system other than geo. Geo is the most efficient option, the Cadillac of systems and already did the initial big investment. R410A will be replaced with a new refrigerant in the next couple of years. Have not yet received an estimate.
- **Insurance** – city does have equipment failure replacement. Mike is the insurance adjuster. He has contacted Mutual Boiler to look at our system. Insurance has requested an estimate from Young’s for repairing the system and a statement of what needs to be fixed and a recommendation if they think it should be fixed or repaired. There is a \$10,000 deductible.

The library board will wait until they receive word from the insurance company.

**Violent Intruder Training** – Mason City Public Library is offering a free session on March 31. Officer Jason Trask and Lieutenant Jeremy Ryal are certified to lead Violent Intruder Training. The training will include general instruction and will offer site-specific plans. Continuing education credits will be given to attendees. Katie H and Katie S are registered to take this training and will share what they learned at a staff meeting.

**Annual Report to the City Council** – The annual report was submitted to the City Council on February 3.

#### **Policy Review**

- **Employee Benefits** – Berryman made a motion to strike the reference to the Sunday work schedule. Seconded by VanDenHul. Motion carried.
- **Staff/Board Considerations** – Berryman made a motion to accept this policy as reviewed. Seconded by VanDenHul. Motion carried.
- **Progressive Discipline** – Berryman made a motion to accept this policy as reviewed. Seconded by VanDenHul. Motion carried.

**Adjournment:** Berryman made a motion to adjourn at 5:32 p.m.

Respectfully submitted,

Susan Macken

The next meeting will be Thursday, March 9 at 5:00 p.m.