

## Library Board Minutes February 8, 2022

The Oelwein Public Library Board of Trustees held its regular board meeting on Tuesday, February 8, 2022 at 5:00 p.m. at the library.

Present: Mars, Gilson, Ingersoll, Payne, and Macken

Absent: Berryman, Kerns

President Mars called the meeting to order at 5:03.

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

**Correspondences:** The family of former Library Director, Vivian Petrik, sent a note of appreciation for the plant sent in honor of her passing.

**Trustee Training:** The board reviewed the standard on remote access to the library's online catalog.

Director's Report:

- Roof: The reports from Schwickerts and Shive-Hattery were sent to Novak Design. The city would like Novak to design a plan for improvements and manage the project. The city has asked for a quote for the cost of these services as well as a request for a task order for improvements. The city is confident that Schwickerts would do a good job in doing the roof improvements. In addition, the city is open to alternative ideas such as steel roofing materials. Jim Novak is contacting Schwickerts and the city Building Inspector for further discussion. Novak offered a few solutions for monitoring the sprinkler system such as a temperature alarm and a fan system for circulating warm air.
- The county auditor reported that the Fayette County libraries will receive a 3% increase in the county appropriation.
- The library annual report was submitted to the library board and the city council on January 25.
- The Thinking Money for Kids exhibit programs have been scheduled, the library store items have been purchased, and elementary teachers have received an invitation for class visits and schedules of events.
- The final forms and receipts for the ARPA grant for the solar charging bench have been submitted for reimbursement.
- A summary of Paypal transactions was reviewed. A total of \$569.59 was received through 47 transactions. Fees are paid by the customer.
- Blackhawk sprinklers will be performing the quarterly and annual inspections on the wet system and the fire-line backflow. This is required by EMC Insurance.
- A class on using the Ancestry database will be offered on February 24 at 2:00.

Friend's Report:

- Next meeting is February 14.
- There will be no Chocolate Fest this year.

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

**Unique Management:** The fees for the collections services will increase from \$8.95 per account submitted to \$11.65. Ingersoll made a motion to increase the patron fee of \$10.00 to \$13.00. Seconded by Gilson. Motion carried. The extra amount helps defray library costs for postage and materials.

**Policy review:** The board reviewed the Devices and Special Collections policy. Gilson made a motion to accept this policy as reviewed. Seconded by Ingersoll. Motion carried.

Gilson made a motion to adjourn at 5:20.

Respectfully submitted,  
Susan Macken

Next meeting will be March 8 at 5:00.