

## Oelwein Public Library Minutes

The Oelwein Public Library Board of Trustees held their meeting on Tuesday, July 15, 2025, at 5:00 p.m. at the Oelwein Public Library.

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

**Absent:** Kerns, Seeders

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

**Agenda Approved:** Mars made a motion to approve the agenda. Seconded by VanDenHul. Motion carried.

**Minutes Approved:** VanDenHul made a motion to approve the minutes. Seconded by Mars. Motion carried.

**Correspondence and communications:** There were no correspondences.

Franzen arrived.

**Trustee Training:** The board reviewed the video on Open Meetings and Records, part 4 – Electronic Meetings.

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

- Seven public computers were installed and have Windows 11 on them. Staff updated the circulation and staff computers to Windows 11. The children's circulation computer cannot be upgraded to Windows 11 and will need to be replaced by November. A volunteer dis-assembled the children's computer carrel so it could be put into storage.
- The Virtual Reality Gaming truck will be at the library on July 23. The Hedgehog Book Art event will be on July 29. Creature Feature, Party in the Park, and Farmer's Market continue throughout the summer.
- An HVAC belt broke the day before the annual belt check. All belts were replaced. In addition, one of the thermostats was no longer working. Both thermostats for the main library were replaced. Finally, a drain hose had come loose and was reattached.
- The HOOPLA contract was terminated effective July 1. A payment of \$87.95 was needed to pay for the remaining borrows.
- During RAGBRAI, the library will be open during normal business hours. The Iowa Geocache Club, who has a geocache hidden in the library, asked permission to set up an information tent for an hour in the afternoon as many bike riders also do geocaches. Also, a resident bordering the library property will be hosting some riders who are camping. She asked permission if some tents could camp on the library property if they would not have enough space in their yard. The city administrator said that it would be permitted.
- Miller Construction installed the chair rail. The rail looks attractive and has effectively covered the worn areas.

- During a recent, driving rain, the roof leaked around a vent and rain seeped in through the windows thereby getting the carpet wet. Both areas are scheduled for repair this summer.
- The Open Access Report and the Direct State Aid Report were submitted.
- The inter-library loan delivery service with STAT will be discontinued at the end of July. Deliveries will be made through the AEA system. More information on delivery schedules will be forthcoming.
- The Brainfuse test prep and study guide database has been replaced with Momentrix.
- The director will be on vacation August 4-8.

**Friend's Report:**

- Friends will not have an appreciation tea this year.
- The annual meeting will be on September 8 with notification by email.

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

**Policy Review:** VanDenHul made a motion to approve the Meeting Room policy as reviewed. Seconded by Franzen. Motion carried.

**Adjournment:** VanDenHul made a motion to adjourn the meeting at 5:25 p.m.

The next meeting will be on Tuesday, August 12 at 5:00 p.m.