

The Oelwein Public Library Board of Trustees held their meeting on Tuesday, October 8, 2024, at 5:30 p.m. at the Oelwein Public Library.

Present: Franzen, Ingersoll, VanDenHul, and Macken

Absent: Kerns, Mars, and Seeders

President Ingersoll called the meeting to order at 5:32 p.m.

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

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

Correspondence and Communications: Author Jan Van Buren sent a thank you for copying and sending diary pages of a missionary from Fayette. Jan paid for copy costs and postage.

Trustee Training – The board reviewed the standard on doing a Space Needs Assessment.

Director's Report:

- Library Page, Diane, submitted her resignation. Her last day is October 26. Staff are in the process of gathering applications.
- The HVAC System has a leak. Six pounds of freon was put into the system so it can continue to cool and heat. Repairs have not been completed. They system will need an additional 10-36 pounds of freon at a cost of \$110 per pound. The last repair was done September 2023.
- The Community Foundation Grant for the meeting room AV equipment was submitted
- The Quarterly Sprinkler Test was performed. There were no issues.
- The Fire Extinguishers had expired and were exchanged
- The email transition was completed. Staff are using Microsoft 365.
- Katie S had a planned activity afternoon for the RISE program participants
- Susan and Melissa attended the Learning Circuit on using AI in developing library services. It was a very informative day, and staff are eager to use Chat GPT for developing marketing plans, policies, and programming ideas.
- Susan and Katie H will be at the ILA Conference in Des Moines this Wednesday through Friday.
- Class Visits for 1st, 3rd, and 4th grade begin next week.
- A DNA Program sponsored by the Genealogical Society will be October 30 at 2:00.

Friend's Report:

- The Annual Meeting was September 26. Friends are looking for volunteers for the roles of president and vice-president.
- The Book and Bake Sale October 24-26.

Bills Approved: The bills were reviewed. VanDenHul made a motion to approve the bills. Seconded by Franzen. Motion carried.

Policy Review – The Research Policy was reviewed. VanDenHul made a motion to accept the policy as reviewed. Seconded by Franzen. Motion carried.

Adjournment: Franzen made a motion to adjourn the meeting at 5:49 p.m.

Respectfully submitted,
Susan Macken