

## Library Board Minutes October 12, 2021

The Oelwein Public Library Board of Trustees held its regular board meeting on Tuesday, October 12, 2021 at 5:30 p.m. at the library.

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

Absent: Berryman

President Mars called the meeting to order at 5:27.

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

There were no correspondences.

**Trustee Training:** The board reviewed the standard on having an online catalog accessible to the public.

### Director's Report:

- Mike from Shive-Hattery and the Building Inspector met on October 11 to look at the roof and attic space. Shive-Hattery will send a full report within a couple of weeks. The building inspector found a hole in the roof where the water has been leaking into the building. The attic access ladder system was not installed because the contractor would not be able to do the work until February and the ceiling tiles and lights would need to be moved to accommodate the ladder. The cost was over \$10,000. Another option could be to make an access door in the atrium sidewall.
- The charging bench has not shipped.
- The EV Car Charging Station has been ordered through Livingston Energy. Ken's Electric will install.
- Personified will start painting the steel beams in the upcoming weeks.
- Superior Lighting fixed the meeting room light, but will need to come back to re-wire the emergency ballasts.
- Sewer water in the staff area back up in the drains when the toilet was flushed. Roto-Rooter seems to have fixed the problem. Drain enzyme treatment was purchased to help prevent sludge buildup.
- Dollar Fresh Pharmacy will have a flu shot clinic at the library October 28 from 10-6.
- The Cemetery Walk is October 17 from 2-4 at the Old Catholic Cemetery.
- ISU Extension will have a fall wreath workshop at the library on November 6 from 10-11:30.
- The director inquired if other city departments have an HVAC Maintenance Contract. Though other departments do not have one, department heads discussed that there would be a benefit to
  - having a group contract.

### Friend's Report:

- The Book and Bake Sale will be October 21-23 during library open hours. Consumers can put as many items as they like in a bag for \$3.00.

**Bills** were reviewed. Ingersoll made a motion to accept the bills. Seconded by Gilson. Motion carried.

**FY 23 Budget:** The proposed FY23 budget was reviewed. Ingersoll suggested increasing the utilities line by 3%. The salary line will be presented to the council for discussion. All departments have been working on a revised salary matrix.

**FY23 Bequest Request:** No changes from previous years.

**FY23 CIP:** The tuck pointing and computer updates are on a rotational basis. The roof repairs were added over a three-year period.

**Progress on Goals:** The goals were reviewed. For the summer of 2022, the parking lot plantings will be refurbished. Staff goals will be reviewed next week.

**Policy Review:** The Inter-library Loan policy was reviewed. The laShares van delivery eliminates most postage costs, but university and out-of-state libraries are not part of the program. Therefore, the allowance for postage as needed will stay in the policy. Gilson made a motion to accept the policy as reviewed. Seconded by Ingersoll. Motion carried.

Gilson made a motion to adjourn at 6:15.

Respectfully submitted,  
Susan Macken

Next meeting is November 9 at 5:30 p.m.