

Oelwein Public Library Minutes – October 11, 2022

The Oelwein Public Library Board of Trustees met on Tuesday, October 11, 2022 at 5:00 p.m. at the Oelwein Public Library.

Present: Mars, Ingersoll, VanDenHul, Berryman, and Macken

Absent: Kerns and Payne

Secretary Ingersoll called the meeting to order at 5:03 p.m.

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

Minutes approved: Mars made a motion to approve the minutes. Seconded by Berryman. Motion carried.

Correspondences: none

Trustee Training: The board reviewed the standard on providing a public meeting space.

Director's Report:

- The Annual Survey was completed.
- The director will attend a work session on Disaster Preparedness on October 20.
- The city will be picking up junk and unused items from departments on November 2. Ingersoll will make a donation for the picture frame.
- Young's Plumbing will do the HVAC maintenance check on November 3.
- The director will attend a library renovation workshop on November 4.

Friend's Report:

- Monday's meeting is rescheduled for Wednesday.
- The Friend's board is discussing the possibility of cancelling the book sale because of lack of volunteers. If so, library staff will set up the book sale and sell books by the bag. Purchases will be made at the circulation desk.

Bills were reviewed. A deposit of \$1,500 was put into the Hoopla digital download account. Berryman made a motion to approve the bills. Seconded by Mars. Motion carried.

Outdoor children's space: The board would like to purchase instruments through Percussion Play. Mars made a motion to apply for grants to purchase the in-ground Hexad Instrument Collection. Seconded by Berryman. Motion carried. Macken will pursue grants and look at different ground surface options.

FY24 Budget, Bequest Fund, and Capital Improvement Plan: The proposed budget reflects a 3% pay increase and the replacement of a part-time librarian. Vendors that have given notification of increases are telephone, custodian, and the circulation system. Total budget request is for \$348,406. Requested funds available for the Bequest account is \$50,000. Additional requests to the CIP is to replace the digital sign. The board would like to learn more about sound masking options, so this item will be added for FY25. More information is coming from Young's Plumbing on replacing the HVAC system in the future.

Berryman made a motion to approve the proposed budget, Bequest Fund request, and CIP. Seconded by VanDenHul. Motion carried.

Policy Review – Library Hours: The director shared statistics and patron usage patterns for library hours. The board discussed the statistics, community needs, and best utilization of hours. Mars made a motion to change the library hours effective January 1, 2023 to:

Monday and Tuesday – 9:00a.m.-8:00p.m.

Wednesday and Thursday – 9:00a.m.-7:00p.m.

Friday – 9:00a.m.-5:30p.m.

Saturday – 9:00a.m.-3:00p.m.

Sunday – Closed

Seconded by VanDenHul. Motion carried.

Berryman made a motion to adjourn at 5:50.

The next meeting will be Tuesday, November 8, 2022 at 5:15 p.m.

Respectfully submitted,

Susan Macken