

## Library Minutes June 9, 2020

The Oelwein Public Library Board of Trustees held its regular board meeting on Tuesday, June 9, 2020 at 5:00 p.m. This meeting was held electronically due to the State Public Health Emergency Declaration regarding COVID-19. The meeting was conducted pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated March 19, 2020. Public input was able to be provided by joining the pre-publicized GoToMeeting.

Present electronically: Berryman, Mars, Gilson, Kerns, Gerds, and Macken

Absent: Ingersoll

Vice-president Mars called the meeting to order at 5:08.

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

No correspondences.

**Trustee Training:** The board reviewed the standard on tracking public internet usage.

Director's Report:

- IaShares book delivery van starts back up this week. Inter-library loans are no longer suspended.
- The LED conversion project is being done this week. Not all fixtures are being upgraded. The T-8 4 foot bulb fixtures are being converted.
- The Annual Maintenance Schedule has been completed for the year. New monthly duties added are cleaning computer components when running the software updates, and cleaning the children's area toys and furnishings.
- The iPads, kiosks, and wireless keyboards have arrived to assist with the Census. Funds were obtained from the National League of Cities Rapid Response grant.
- The director arranged to have the shelf moving system delivered to the library from Wisconsin instead of having a member from the Friends of the Library pick it up in one of their vehicles. The unit weighs 1400 pounds plus there are still a number of restrictions due to the pandemic.
- The sofas were delivered, but the driver informed staff that they only deliver curbside. The order included "white glove" delivery meaning the sofas would be placed, uncrated, inspected for damage, and the shipping materials would be hauled away. A volunteer will

uncrate the sofas, and the director is in contact with the furniture company for the refund for the services not rendered.

- Eighty-three adults, teens, and children are registered for the Summer Reading Program.
- Ken's Electric is repairing the HVAC. The air-conditioning is not working. There is a leak in the pipe near the compressor that was replaced a couple of months ago.
- With the heavy rain throughout the day, staff found leaking on the ceiling in the reading room and by the window in the children's area. The board would like the director to notify the Building Inspector and the City Administrator.
- A new rotation of officers will commence in July.

Friend's Report:

- Friends planted flowers in the entryway planters.
- A book and bake sale are being planned for October.
- The June meeting has been delayed.

Gilson made a motion to approve the list of bills. Seconded by Berryman. Motion carried.

The "Conduct in the Library" policy was reviewed. Staff recommends removing the section on Cell Phones. Gilson made a motion to accept the policy as revised. Seconded by Berryman. Motion carried.

Gilson made a motion to adjourn at 5:42.

The next meeting will be July 14 at 5:00.