

Library Minutes July 20, 2021

The Oelwein Public Library Board of Trustees held its regular board meeting on Tuesday, July 20, 2021 at 5:00 p.m. at the library.

Present: Mars, Berryman, Gilson, and Macken

Absent: Ingersoll, Kerns, and Payne

President Mars called the meeting to order at 5:13 p.m.

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

Correspondences: A thank you was sent from Sandy Magsamen for the nice Summer Reading Program and prizes. A thank you was sent from the Swim Team for letting them borrow the projector for their video presentation.

Trustee Training: The board reviewed the standard for the hours that the library is required to be open to the public.

Director's Report:

- Thirty-one children, 13 teens, and 15 adults participated in the Summer Reading Program. The two most popular programs were making a kaleidoscope and the stained glass demonstration.
- Mike from Shive-Hattery inspected the roof and windows on July 20. He will finish the inspection of the attic space after accommodations have been made for easier access.
- Results from the Annual Survey were received. The board reviewed Oelwein's ranking compared to like-sized libraries in the areas of collections, circulations, revenues, and expenditures. Oelwein Library was low in ebook and audio book circulation and number of children attending library programs. Oelwein Library was high in internet use.
- The Monthly Maintenance Schedule was completed for the year and reviewed by the board.
- Young Plumbing and Heating found that the reversing valve was leaking in the HVAC unit. Eighteen pounds of Freon will need to be replaced. In addition, the TXV on another circuit needs to be replaced. Total estimated cost is \$2776.
- The ARPA grant for the solar powered charging bench was approved. Miller Construction is going to pour the cement pad by the front entryway. The cost for the pad is estimated to be \$2570.
- The Director is participating in the Leadership Institute Refresh class led by Maureen Sullivan, consultant and past president of the American Library Association.
- The Director and the Children's Librarian have been setting up a table at Party in the Park. In June, they had Summer Reading Program registration, and in July, they had Imagination Library registration.
- Personified submitted an estimate of \$7860 for re-painting the steel beams. The job will be done by October in a darker brown to match the accent brick color. This is a Capital Improvement Project.
- A Story Time cart was purchased that features a white board, a flannel board, and cubbies for storage.

- The annual Hoopla download report was reviewed. 1,039 titles out of 1,332 were downloaded one time which is ideal for a pay-per-use program.
- The Director is attending meetings on planning for staff salaries for the upcoming budget discussions. The Dyersville Classification and Compensation Study is a useful guide.
- The Director attended an informational meeting on Waterford Upstart which is a kindergarten readiness program that is no cost to families that qualify. The library will do some promotions.
- Half of the staff will be attending the annual city Safety Picnic. Staff attend on a rotational basis.
- The Director will be on vacation July 22 and 23.
- Staff evaluations have been completed. Staff goals will be reviewed quarterly.
- The Collection Manager spreadsheet was updated which will serve as a guide for purchasing materials based on demand.
- The library will be donating items such as bookmarks, library keychain, library brochure, downloadable guides, and library card registration information for the new teacher packets.
- Dollar Fresh will be offering a flu shot clinic at the library on October 28.
- The city was awarded grant funds to install an electric car charging station. The station will be installed in the library parking lot.

Friend's Report:

- Friend's are planning for the upcoming Appreciation Tea and Book Sale.
- The Little Free Library has been repaired, but it is yet to be determined where it will be placed.
- The Book Page subscription has been renewed.
- Friend's are sponsoring the "Remembering the Apron" program scheduled for August 10 at 2:00.

Bills: Bills were reviewed. Gilson made a motion to approve the bills. Seconded by Berryman. Motion carried.

Review Goals: The board reviewed the Plan of Service. Discussion was held on possibly changing library hours. Ideas to consider are to open at 9:00 a.m. instead of 9:30, to close at 7:00 p.m. instead of 8:00, and to eliminate Sunday hours. An additional goal to be met is to restore the parking lot landscaping. Goals will be reviewed quarterly.

Policy Review: In the Fines and Charges policy, the director suggested raising the fee for a lost magazine from \$1.00 to \$5.00. Gilson made a motion to accept the Fines and Charges policy as revised. Seconded by Berryman. Motion carried.

Gilson made a motion to adjourn at 6:10.

Respectfully submitted,

Susan Macken

Next meeting is August 10.