

Library Board Minutes September 21, 2021

The Oelwein Public Library Board of Trustees held its regular board meeting on Tuesday, September 21, 2021 at 5:30 p.m. at the library.

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

Absent: Ingersoll

President Mars called the meeting to order at 5:34.

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

Correspondences: OCAD sent a letter in appreciation for the bookmarks, keychains, and information brochures the library donated to put in the new teacher welcome bags.

Trustee Training: The board reviewed the standard on having a catalog of library holdings that is easily accessible to the public.

Director's Report:

- A grant for \$6080 was received from the State Historical Society to digitize and microfilm the Oelwein Daily Register from January 2017 through December 2020.
- By patron requests, staff have resumed purchasing CD audiobooks.
- Diane Brownell has been hired as a Library Page.
- The director is working with a general contractor to install a ladder system to access the attic space. Artisan Ceilings will redo the ceiling tile grid.
- The solar charging bench is supposed to arrive the week of September 19.
- The director will attend the September 27 City Council meeting with information on the companies who have submitted estimates for an EV Charging Station.
- Personified has started prepping the steel beams for re-painting.
- Katie S. attended the final Party-in-the-Park promoting Library Card Sign-up Month.

Friend's Report:

- The annual meeting was held September 13. Nancee Gearhart is a new board member. Officers are:

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| President – Josh Schunk | Vice-president – Jody Solsma |
| Secretary – Karen Cannon | Treasurer – Jenny Gefaller |
| Parliamentarian & Membership – Laura Schlitter | Historian – Mary Ann Reynolds |
- The Appreciation Tea was September 21 with historian, Kathy Wilson, presenting the program.

Bills: Upon review, Gilson made a motion to approve the bills. Seconded by Kerns. Motion carried.

Maintenance Contract – Discussion was held on the value of having a maintenance contract with Young's Plumbing and Heating for the HVAC system. The director will inquire if other departments have such a contract for their facilities. Berryman made a motion to renew the contract for 1 year. Seconded by Gilson. Motion carried. The director will ask for the contract to be sent out at least 6 weeks before the renewal date since 2 week's written notice is required for non-renewal.

Policy Review: The board reviewed the Research Policy. Gilson made a motion to accept the Research Policy as reviewed. Seconded by Berryman. Motion carried.

Gilson made a motion to adjourn the meeting at 6:10.

Respectfully submitted,
Susan Macken

The next meeting will be Tuesday, October 12 at 5:30 p.m.