

Oelwein Public Library Minutes – June 14, 2022

The Oelwein Public Library Board of Trustees met on Tuesday, June 14, 2022 at 5:00 p.m. at the library.

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

Absent: Kerns

President Mars called the meeting to order at 5:07.

Agenda Approved: Gilson made a motion to approve the agenda. Seconded by Berryman. Motion carried.

Minutes Approved: no May minutes to approve

Correspondences: Ms. Keegan's and Ms. Bouska's students sent thank you notes for their field trip to the library to see the Thinking Money for Kids exhibit.

A patron left a note complimenting the librarians for their good service.

Trustee Training: The board reviewed the standard on providing equipment to use the audiovisual materials available in the library collection.

Director's Report:

- The Annual Maintenance checklist was completed for the year. Treating the drains was added to the checklist and Blackhawk Sprinklers checks the fire alarm system and pressure checks.
- The Passport photography equipment was upgraded with a new camera and photo printer.
- Premier Technology looked at the microphone and sound system in the meeting room. A replacement wireless microphone system was ordered.
- While performing the spring maintenance check, Young's Plumbing and Heating discovered a hole in an isolator that leaked the Freon. The unit was repaired and the Freon was replaced, but the R22 Freon is no longer being produced. In the future, the unit will probably need to be replaced.

Friend's Report:

- Flowers were planted in the entry planters. Pat Taylor has been taking care of the watering duties.
- The dates were set for the Annual Meeting and the Fall Book Sale.

Bills:

- The parking lot was re-striped.
- The diaphragm was replaced on a patron toilet.
- A Mac display adapter was purchased for the meeting room projector.
- StewartScapes finished the parking lot renovation. Bequest funds paid for the improvement and Friends of the Library donated \$2500 towards the project.
- The Memorial Day flowers for the Ziegler grave came out of the Bequest Fund.
- A new camera and printer was purchased for taking passport photos. The income from this service was \$4500 this year.

Ingersoll made a motion to approve the bills. Seconded by Gilson. Motion carried.

Policy Review: The director recommended updating the definition for groups who are able to use the meeting room. Gilson made a motion to accept the revised policy. Seconded by Ingersoll. Motion carried.

Upon her resignation, the members of the Library Board of Trustees and the Director would like to thank Catherine Gilson for her dedicated service to the Oelwein Public Library as a Trustee for the past 14 years.

Adjournment: Gilson made a motion to adjourn the meeting at 5:25.

Respectfully submitted,

Susan Macken

Next meeting will be July 12 at 5:00.