

## Oelwein Public Library Minutes – July 12, 2022

The Oelwein Public Library Board of Trustees met on Tuesday, July 12, 2022 at 5:00 p.m. at the library.

**Present:** Ingersoll, Berryman, Mars, Kerns, VanDenHul, Payne, Macken

**Absent:** none

President Kerns called the meeting to order at 5:06 p.m.

**Agenda Approved:** Berryman made a motion to approve the agenda and the minutes. Seconded by Mars. Motion carried.

**Correspondences:** none

**Trustee Training:** The board reviewed the standard on providing interior directional signs and exterior signs for building identification and hours.

Director's Report:

- Seventy-six people signed up for the summer reading programs. Seventy attended the final pizza party to watch the magician and draw for prizes.
- As requested, the director sent an accounting of how the funds received from Fayette County were spent. This funding is in support of the rural patrons using the city library. Now the supervisors want to know how much the city gives to the library.
- The Oelwein Daily Register has been digitized and microfilmed from January 2017 through December 2020. This was made possible by a grant from the State Historical Society.
- The director will be on vacation from July 25<sup>th</sup>-29<sup>th</sup>.

Friend's Report:

- Friends of the Library key rings will be re-ordered. These are given to newly registered patrons.
- Friends donated \$3000 in support of the Dolly Parton Imagination Library book program. Currently, 121 children are enrolled.

**Bills:**

Young's Plumbing and Heating for \$3852.00 to fix the suction line vibration isolator and replace 18 pounds of R-22. The protective flap for the USB drive on the solar bench fell off. The nut was replaced with a lock washer.

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

**Telephone Service Providers:** Windstream increased the charge for the phone and fax lines from \$35 to \$65 per line due to aging equipment. CenturyLink would charge \$25 per line, but the library would have to change the phone numbers. In addition, customer service was not responsive.

Mediacom would charge \$69.90 for 2 lines plus an initial installation cost of \$149.95. Library would use old phones and keep the existing phone numbers.

Berryman made a motion to see if Windstream would match Mediacom's cost per line within \$10. If not, switch to Mediacom. Seconded by VanDenHul. Motion carried. Macken will inquire if the installation cost is waived for existing customers.

**Annual Survey Report, FY21:** The board reviewed the annual survey statistics of Iowa libraries for FY21. The salaries for FY23 have placed staff salaries in line with other like-sized cities. Physical items circulated more than digital checkouts. Programming attendance is low. More discussion on this will take place at the August meeting.

**Policy Review:** The board reviewed the policy on staff responsibilities. Ingersoll made a motion to accept the policy as reviewed. Seconded by Berryman. Motion carried.

**Adjournment:** Berryman made a motion to adjourn at 5:45.

Respectfully submitted,

Susan Macken

Next meeting will be August 9 at 5:15.