

## Oelwein Public Library Minutes – November 8, 2022

The Oelwein Public Library Board of Trustees met on Tuesday, November 8, 2022 at 5:15 p.m. at the Oelwein Public Library.

**Present:** VanDenHul, Mars, Ingersoll, Berryman, Payne, and Macken. Also present was City Administrator, Mulfinger.

**Absent:** Kerns

Vice-President Berryman called the meeting to order at 5:14 p.m.

**Agenda & Minutes approved:** Mars made a motion to approve the agenda and the minutes. Seconded by Ingersoll. Motion carried.

**Correspondences and Communications:** The city administrator spoke about the budget for FY24. Valuations will not be available until January. The city is trying to build the tax base. Mulfinger left the meeting.

**Trustee Training:** The board reviewed the standard on allocating space, materials, and furniture for young adults.

### **Director's Report:**

- Staff purchased three white noise units designed for office use. They have helped diffuse conversations and noise.
- Young's Plumbing and Heating found 2 Freon leaks when performing the fall maintenance check. This is the third Freon leak in 1.5 years. Currently, the units are running at ½ capacity. A representative will take a look at the units and put together some options, including replacing the units. The board suggested obtaining additional bids from Ken's Electric, Johnson's, and Fitzpatrick.
- The director attended a library renovation workshop on November 4. Marketing and layout of furnishings and shelving was discussed. Architects answered questions on building and renovating libraries. The board was not in favor of the suggestion to install heat tape to help with the ice dams, as that remedy did not work on this building in the past.

### **Friend's Report:**

- The next meeting is November 14.
- The Friends did have a book sale with assistance from library staff.

**Bills-** Ingersoll made a motion to accept the bills. Seconded by VanDenHul. Motion carried.

**Outdoor children's space:** Jared Stewart came to look at the library grounds for installing the musical instrument garden. He suggested surface mount on cement, as it would be easiest to install, most cost effective, and easier for future repairs, if needed. The representative from Percussion Play is drawing up recommended plans for instrument layout.

**Policy Review – Job Description for Director:** The State Library has renamed the endorsement levels for directors from numbered levels to Bronze, Silver, and Gold. The job description was updated to reflect this change. Oelwein Library requires a minimum of a Silver level certification. Accounting of “fines” was removed since the library no longer charges fines. Ingersoll made a motion to accept the changes made to the director’s job description. Seconded by Mars. Motion carried.

Mars made a motion to adjourn the meeting at 5:54 p.m.

Respectfully submitted,

Susan Macken

The next meeting will be Tuesday, December 20 at 5:15 p.m.