

## Oelwein Public Library Minutes – January 10, 2023

The Oelwein Public Library Board of Trustees met on Tuesday, January 10, 2023 at 5:00 p.m. at the library.

**Present:** Mars, VanDenHul, Kerns, Payne, and Macken

**Absent:** Berryman, Ingersoll

President Kerns called the meeting to order at 5:02 p.m.

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

**Correspondences:** none

**Trustee Training:** The board reviewed the standard on offering self-service option such as a self-checkout station. The board discussed the appeal of such an option in regards to confidentiality. Library staff will set up a simple poll to find out if patrons would like the option to use a self-checkout station.

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

- The quarterly sprinkler inspection was performed on January 5.
- Staff are arranging a minimum of one family or adult program per month. The January program is sewing a table runner.
- City staff are learning a new software system for monitoring budgets, submitting bills, and payroll.
- Attic access ladders will be installed within the next 2 weeks.
- The parking lot lights are being worked on. One of the poles has a wiring issue.
- Young's submitted an estimate for replacing the HVAC system for \$175,695. The board discussed next steps.
  - The director will reach out to contractors for interest in submitting an estimate.
  - The building inspector should be included in discussions.
  - The director will ask like-sized libraries who their HVAC contractor is.

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

- Chocolate & More will be Friday, February 10 from 4:30-7. Ampersand will offer beer tasting and students preparing for music contest will provide music.

**Bills** were reviewed. Mars made a motion to approve the bills. Seconded by VanDenHul. Motion carried.

**Telephone service provider:** Windstream will begin charging a TDM circuit charge of \$1500 per month starting in February. The board discussed changing service providers. Mediacom offers a VoIP service for \$220 per month and Century Link offers POTS service for \$103 per month. VanDenHul made a motion to change service providers to Century Link. Seconded by Mars. Motion carried.

**Accreditation – Plan of Service:** The board discussed the goals and objectives for the Plan of Service. Mars made a motion to approve the Plan of Service for 2023-2028. Seconded by VanDenHul. Motion carried.

**Policy Review:**

- The Job Description for the Youth Services Librarian was reviewed. Mars made a motion to accept this policy as reviewed. Seconded by VanDenHul. Motion carried.
- The Job Description for the Page was reviewed. Mars made a motion to accept this policy as reviewed. Seconded by VanDenHul. Motion carried.
- The Job Description for the Outreach Librarian was reviewed. The director recommended changing the title to Adult Services. Mars made a motion to accept this policy as revised. Seconded by VanDenHul. Motion carried.

**Adjournment:** VanDenHul made a motion to adjourn the meeting at 6:09 p.m.

Respectfully submitted,  
Susan Macken

Next meeting will be Tuesday, February 14 at 4:45 p.m.