

Oelwein Public Library Minutes - April 11, 2023

The Oelwein Public Library board of Trustees met on Tuesday, April 11, 2023 at 5:30 p.m. at the library.

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

Absent: Kerns

Vice-president Berryman called the meeting to order at 5:32 p.m.

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

No correspondences.

Trustee Training: The board reviewed the standard on providing programs of local interest to patrons of all ages.

Director's Report:

- Mike Kerns installed the new Library Hours sign.
- Caleb Smith, a student, was hired as the new Library Page.
- Staff evaluations are completed.
- The Director gave a presentation on updated library services to the Retired School Personnel organization.
- The Director attended the Fayette County Community Foundation grants award ceremony in Waucoma for the musical instrument garden grant. StewartScapes will start the project, soon.
- The Enrich Iowa agreement for state funding was signed.

Friend's Report:

- Josh Schunk is the new Friends representative for the Oelwein Library Foundation board.
- Pat Taylor is going to plant flowers in the entryway planters.
- Friends donated \$1000 towards landscaping maintenance.

Bills: Ingersoll made a motion to approve the list of bills. Seconded by VanDenHul. Motion carried.

Roof: Schwickerts re-evaluated the condition of the roof and will send an itemized list of repairs organized by priority.

HVAC: Tyler, the insurance engineering representative, met with Dustin from Young's Plumbing and Heating to do an inspection of the HVAC system. In addition, they reviewed past invoices on repairs done previously, and looked at building plans and the closeout manual. Tyler will send a report on his findings to the insurance company within a two-week period.

Shades and Curtains: Options and estimates from Budget Blinds were reviewed for shades and curtains. The board is considering installing insulating cellular shades on the north windows of the children's area for \$6,502. The Inspired Genoa Brown curtains and cornice with blackout liner was the preferred option for the meeting room windows and door for \$8,997. The board would like to postpone their decision until more information is received on the roof and HVAC.

Grounds Maintenance: StewartScapes submitted estimates for landscaping maintenance. The Spring and Fall Cleanup, monthly weeding and cleanup, and evergreen trimming would cost \$3110 which is a \$626 increase from the previous year. Mulch would cost \$660, which is a \$114 increase from the previous year. In the Library Lot, trimming trees, removing volunteer trees from the berms, and trimming the evergreens in the berms would cost \$840. Berryman made a motion to hire StewartScapes to do the monthly maintenance and the mulch. Seconded by VanDenHul. Motion carried. The board would like the director to discuss the Lot trimming with the city administrator and parks supervisor.

Approved Budget: The approved budget was reviewed. The library board had requested a budget of \$348,406 which included replacing a part-time librarian. Council approved \$345,110. Though the city administrator is projecting loses to the general fund in for FY25 resulting in “strategic cuts.” Therefore, the library board is hesitant to hire a part-time position that may not be sustainable. The director will work on making adjustments to this position that could reduce the cost.

Approved CIP: The Council was not in favor of replacing the outdoor message board. Funds will be allowed for roof repairs. The director had the sign company move the faulty panels to the edge of the sign and turn off the lights to those panels. Staff adjusted the messages to align on the readable edge.

Budget Amendment: The following items were amended into the library budget:

Open Access	\$ 1,859.96	
Enrich Iowa	\$ 2,601.66	
Instruments Grants	\$28,437.00	Charitable Foundation, Community Foundation, Friends

Ingersoll made a motion to approve the budget amendment of \$32,898.62. Seconded by Mars. Motion carried.

Policy Review: VanDenHul made a motion to accept the Bylaws as reviewed. Seconded by Ingersoll. Motion carried.

Adjournment: Ingersoll made a motion to adjourn at 5:28 p.m.

The evaluation forms for the director were distributed. The completed evaluations should be turned in to President Kerns before the next board meeting.

Next meeting is Monday, May 8 at 5:30 p.m.

Respectfully submitted,
Susan Macken