

The Oelwein Public Library Board of Trustees will meet on Tuesday, October 8, 2024 at 5:30 p.m. at the Oelwein Public Library.

AGENDA

Roll Call

Agenda Approved

Minutes Approved

Correspondence and communications –

Trustee Training – Library Facility – Space Needs Assessment

Director’s Report – Library Page Resignation, HVAC System Leak, Submit Community Foundation Grant, Quarterly Sprinkler Test, Fire Extinguishers Exchanged, Email Transition, RISE Program, Learning Circuit, ILA Conference, Class Visits, DNA Program

Friend’s Report – Annual Meeting, Book Sale

Bills Approved –

Unfinished Business

New Business

Policy Review – Research

Adjournment

September

Circulation:

24 September: 3594

23 September: 3584

Computer Use:

24 September: 104 Wireless: 728

23 September: 98 Wireless: 700

Reference Questions:

24 September: 509

23 September: 492

Passports:

24 September: 3

23 September: 11

Attendance:

24 September: 2174

23 September: 2099

New Patrons:

24 September: 27

23 September: 28

Program Attendance:

24 September: 38

23 September: 117

Website Visits:

24 September: 555

23 September: 483

Acquisitions:

Books 97

Movies 10

Audio 0

BRIDGES Downloads: 453

eBooks: 262

Audio: 177

eMagazines: 14

HOOPLA Downloads: 167

eBooks: 27

Audio: 107

Movies: 10

Comics: 10

Music: 2

TV: 11

85. The library director completes and shares a written space needs assessment with the board. To meet this standard, the assessment should be less than five years old. The assessment is based on the following criteria:

- ❖ Changes in access points, services, size of collection, types of materials, or staffing levels mandated by the library's plan
- ❖ Community study findings
- ❖ Current space requirements
- ❖ Space requirements resulting from implementation of the standards in this document
- ❖ Use “Public Library Space Needs: A Planning Outline, 2009” by Anders C. Dahlgren as a suggested guideline

The Oelwein Public Library Board of Trustees held their meeting on Tuesday, October 8, 2024, at 5:30 p.m. at the Oelwein Public Library.

Present: Franzen, Ingersoll, VanDenHul, and Macken

Absent: Kerns, Mars, and Seeders

President Ingersoll called the meeting to order at 5:32 p.m.

Agenda Approved: VanDenHul made a motion to approve the agenda. Seconded by Franzen. Motion carried.

Minutes Approved: Franzen made a motion to approve the minutes. Seconded by VanDenHul. Motion carried.

Correspondence and Communications: Author Jan Van Buren sent a thank you for copying and sending diary pages of a missionary from Fayette. Jan paid for copy costs and postage.

Trustee Training – The board reviewed the standard on doing a Space Needs Assessment.

Director's Report:

- Library Page, Diane, submitted her resignation. Her last day is October 26. Staff are in the process of gathering applications.
- The HVAC System has a leak. Six pounds of freon was put into the system so it can continue to cool and heat. Repairs have not been completed. They system will need an additional 10-36 pounds of freon at a cost of \$110 per pound. The last repair was done September 2023.
- The Community Foundation Grant for the meeting room AV equipment was submitted
- The Quarterly Sprinkler Test was performed. There were no issues.
- The Fire Extinguishers had expired and were exchanged
- The email transition was completed. Staff are using Microsoft 365.
- Katie S had a planned activity afternoon for the RISE program participants
- Susan and Melissa attended the Learning Circuit on using AI in developing library services. It was a very informative day, and staff are eager to use Chat GPT for developing marketing plans, policies, and programming ideas.
- Susan and Katie H will be at the ILA Conference in Des Moines this Wednesday through Friday.
- Class Visits for 1st, 3rd, and 4th grade begin next week.
- A DNA Program sponsored by the Genealogical Society will be October 30 at 2:00.

Friend's Report:

- The Annual Meeting was September 26. Friends are looking for volunteers for the roles of president and vice-president.
- The Book and Bake Sale October 24-26.

Bills Approved: The bills were reviewed. VanDenHul made a motion to approve the bills. Seconded by Franzen. Motion carried.

Policy Review – The Research Policy was reviewed. VanDenHul made a motion to accept the policy as reviewed. Seconded by Franzen. Motion carried.

Adjournment: Franzen made a motion to adjourn the meeting at 5:49 p.m.

Respectfully submitted,
Susan Macken