

Oskaloosa Library Board of Trustees

Minutes

15 May 2023

Board Members Present:

President, Doug Bond; Treasurer, Erin Subelka; Secretary, Greg Barnard; Stephanie Spencer; Heath Flax; Lori Whaley; Library Director, Cheryl Sylvester; New Member, Kim Smith.

Call to Order: The Board opened in regular session at 6:02 pm.

Correspondence: Cheryl said she had received notification that Margaret Fast had been chosen president of the Friends of the Oskaloosa Public Library. She also received details of the upcoming NEKLS Trustee Training session. After discussion, the Board agreed to join the 10 am Saturday, 3 June, session at the Library via Zoom.

Minutes: After brief review the April minutes were approved as submitted.

Director's Report: Cheryl began by referring back to the recent thefts of cash from the Library. A general discussion of the legal disposition of the matter followed, as well as measures the staff had taken. The building has been rekeyed. Cheryl noted changes to the Library's key control procedures. A further discussion followed regarding security camera needs, as well as possible number and placement.

Cheryl then outlined the bid submitted by Gabe Hershberger for painting the ceiling of the Library's meeting room-- \$400, or \$600 for a two-coat painting. After consideration, the Board agreed a two-coat solution made the most sense. Several members then agreed to remain after the 3 June Trustee Training to scrape the existing textured ceiling in preparation for the painting.

Treasurer's Report: Erin informed the Board the Library's audit report (her first) was underway, and that she had submitted additional materials to the auditor, Leland Orr, as requested. Cheryl added he had also contacted her for a few additional items.

After a brief review of current funds and expenses, the Treasurer's report was approved.

Old Business: The Board considered bids for a new HVAC system. There was general agreement that the Board was most interested in the bid submitted by Boyd's, but wanted more details on what was included in the bid. Cheryl agreed to communicate with Boyd's about a more detailed submission. The Board tabled final decision until it gathered 3 June .

The Board returned to the matter of Library building security. An extended discussion of security needs, possible problems, camera options and costs ensued. With so much to process, it was agreed to seek more information and revisit the matter at the next monthly meeting.

New Business: The Board officially welcomed new member Kim Smith.

A motion was made and approved to remove Jenni Best from the official signature cards, and to add Doug Bond.

A further motion was made and approved to move future regular Board meetings to the third Mondays of each month, and start them at 6pm.

The Board then reviewed and discussed numerous details of the draft budget proposal for 2024. Acceptance of the budget as proposed was moved, seconded, and unanimously approved.

A motion to adjourn was moved and approved some few minutes short of 8pm.