

Oxford Library Board Meeting Minutes

March 2, 2026

Present: Jayne Keiser, Lauren Roberts, Christine Luedtke, Deb Kinney, Megan Dial-Lapcewich, Billie Ruden, and Jessica Arieux

Absent: Colleen Bowers

Minutes: A motion was made and seconded by Kinney/Dial-Lapcewich to approve the February minutes. Motion carried.

Librarian Report: In February the library was open 120 hours with 562 patrons in the library, 197 physical materials and 82 e-books were checked out. There were 146 computer users, and 57.5 volunteer hours. Four new library cards were issued and 85 patrons attended the various programs in the library. There were 67 scavenger hunt cards, 33 weekly question sheets, and ten craft bags distributed in February..

Summer Reading Program: Lauren has started scheduling various programs to take place during this year's Summer Reading Program. She has contacted Navigation Play, the Mississippi River Museum, Grout Museum, Cultural Iowa workshop, and a board game company from Des Moines to schedule their programs this summer.

Oxford Library Book Sale: Megan has finished weeding out old books and DVDs from the library's collection to sell at the Oxford Library Book Sale. There will also be a call for book donations from the public to sell. The book sale will be held April 25 from 10 am to 3 pm during the Rural Road Trip event.

Current and Future Library Strategic Plan: Lauren indicated that around 70% of the goals from the Library's strategic plan have been met this year. The State of Iowa District representative was contacted about the Oxford Library's strategic plan that will be expiring. She indicated an updated plan would be needed as the library has changed since the last plan was devised. New goals will need to be developed this fall. Oxford Library accreditation paperwork will be required in February 2027 with an updated strategic plan.

Library Assistant: A proposal will be made to the Oxford city council for a library assistant to help Lauren at approximately eight to ten hours per week. Initially the Library Board will pay half of the salary. The job description for the position has been devised. Billie and Lauren to take the request to the mayor first.

Library Cards: Lauren received a quote for new library cards that will be more durable to replace the current paper library cards. The cost will be between \$300 to \$400 for a thousand cards. Money from the book sale would pay for the new cards.

Library Board Member Training: The State of Iowa Library has a new online training class that will be required for new library board members on Open Meetings/Open Records. A link for the self-study training will be emailed to board members.

The next meeting will be Monday, April 6 at 6:30 PM at the library with the Library Director review following in a closed session.

Motion made and seconded by Ruden/Dial-Lapcewich