

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY—SEPTEMBER 28, 2015—4:00 P.M.

The meeting was called to order by Board President Michael Collins. Roll call was taken by Board secretary Susan Hasso with Trustees Judy Bishop, Keith Comfort, Chris Harbour, Jane Ireland, and Sally Posovich present. Also present were Interim Director Paulette Groet, Jennifer Main from Edward Jones, and Ray Becze from the Friends.

Minutes: Motion was made by Posovich, seconded by Ireland, to approve the minutes of both the August 24, 2015, Board meeting and the September 15, 2015 Special Board meeting. Motion passed.

Board Correspondence, Public Input or Friends Report:

Jennifer Main from Edward Jones spoke with the Board about the library's investment policy and the library's memorial funds that are invested with Edward Jones.

Ray Becze from the Friends of the Library spoke to the Board about the Friends' interest in maintaining the Reading Garden.

Committee Reports:

Staff Committee – Jane Ireland, chair: The Staff Committee will meet with Michael Schrock to go over the applications for library director. They will choose those applicants to interview and establish an interview panel, which will include the Staff Committee, Michael Schrock, a representative from the Friends and from the Foundation, and a community member.

Budget & Finance Committee – Michael Collins, chair: The Budget and Finance met to discuss the Memorial Fund investment issues. They also discussed the rising cost of the utility bill and the steps being implemented to help lower the cost of utilities.

Policy & Planning Committee – Judy Bishop, chair: None

Technology Committee – Ken Allsup, chair: The Technology Committee met and will have items under New Business.

Building & Grounds – Chris Harbour, chair: The Building and Grounds Committee met and will have items under New Business.

Director's Report: Paulette Groet highlighted some of the items in her director's report to the Board.

Reading Garden Update: The Friends of OPL are interested in being responsible for the upkeep of the grounds of the Reading Garden. This would be accomplished by help from volunteers and possibly other organization. The City would help with removing the existing mulch and replacing with another type of weed preventer.

Programs and Events: Minecraft for grades K-5th is very popular, which has led to the addition of 2 more groups of 8 children each.

Mahaska Reads 2015 kick-off was Tuesday, September 15th, with a presentation by Dr. Lisa Payne Ossian, professor of history at Des Moines Area Community College, on *The Early Depression Dilemmas of Rural Iowa*. There was also a book discussion at the Book Vault.

Susan Zajec Memorial Donation Update: The amount of the check for the Susan Zajec CD through MidwestOne Bank was \$25,889.83. There were two additional CDs through Bank Iowa, which totaled \$2,603.02. There is also an annuity at MidwestOne Bank in the amount of \$3,940.00 that will be issued to the library once the proper paper work is completed.

Tree Trimming/Removal: The trees on the north side of the building have become very large and unbecoming to the library. Mike C., Building Manager, said that the trees are causing mold on the building, choking out the grass, and will soon be hitting the third floor windows. Mike has contacted the City tree arborist to see if the trees can be trimmed back or if he recommends removal of the trees.

Sidewalk Repairs: Paulette said that City Manager Michael Schrock said that there were some sections of the library sidewalk that need to be replaced. Mike C., Building Manager, and Paulette took an inventory and determined that there are four sections that need to be replaced. Mike C. will contact local contractors for bids on the replacements.

Roofing Membrane: A section of brick wall on the roof is soaking in rain and dew. It is recommended that the wall have a rubber membrane applied to it to prevent further damage to the ceilings in meeting rooms A and C. Mike C. has contacted J & M Roofing for a quote.

Direct State Aid: The library has received from the State of Iowa a check in the amount of \$1,638.81 for its Direct State Aid payment for FY16. This will be deposited in the general fund to be used to add materials to our collection.

Unfinished Business: None

New Business:

Memorial Funds Investment: After a brief discussion, motion was made by Bishop, seconded by Harbour, to send the item of the library's Memorial Fund investment back to the Budget and Finance Committee for them to present a recommendation to the Board at next month's meeting. Motion passed.

AV Defender Antivirus Protection: Paulette talked with members of the Technology Committee about switching the library's public side computers' antivirus protection from Symantec to AV Defender. Symantec is eating up space on the server, and it costs to add additional space to the server. The cost of the switch would be \$627.55 with a monthly fee of \$77.55 to come from the General Fund. It is the Technology Committee's recommendation that the library switch from Symantec to AV Defender. Motion was made by Posovich, seconded by Bishop, to approve switching the library's antivirus protection from Symantec to AV Defender with the cost coming from the General Fund. Motion passed.

Stone Capping Replacement: Paulette met with the Building and Grounds Committee to discuss replacing one of the stone caps on the roof. The committee's recommendation is to replace the stone cap for a cost of \$946.25 to come from the General Fund. Motion was made by Harbour, seconded by Posovich, to repair the stone cap for \$946.25 with the cost to come from the General Fund. Motion passed.

LED Lighting Project: In the Board packet was an invoice from Besco Electric for the cost of replacing the library's current lighting with LED lighting. The total cost of the project will be reduced by a rebate from MidAmerican Energy, a refund for recycling the old tubes, and a savings on labor by Mike C. doing the work. This would leave a payment of \$67.40 to be paid when the work is complete and all rebates have been received. Motion was made by Bishop, seconded by Comfort, to approve the replacement of the library's current lighting with LED lighting for a cost of \$67.40 to be paid from the General Fund. Motion passed.

Credit Card Approval: The library's credit card needs to be changed since William's name was on the card. An Organization Resolution and Agreement for Credit Card Program form has been received from UMB Client Services to add Susan Hasso as record keeper and as accounts payable with authority to add and remove cardholders, but not a card holder. Paulette Groet's name would be added as a card holder. The form will also have the Board president's signature. Motion was made Ireland, seconded by Posovich, to approve the credit card form naming Susan Hasso as record keeper and accounts payable with the authority to add and remove cardholders, but not a card holder and naming Paulette Groet as cardholder. Motion passed.

Donation of Art Pieces: The library has been given two framed art pieces of the town square/Bandstand of Oskaloosa donated by Susan G. Ridenour. The artist, Kathleen Cosgrove Ridenour, was originally from Oskaloosa. William had accepted the art pieces before leaving the library. There was mention that at one time the library had an Art Committee that determined what artwork would be accepted by the library and how it would be displayed. It was suggested that it might be helpful is the Library Board once again had an Art Committee.

Approval of Claims: Motion was made by Harbour, seconded by Comfort, to approve payment of the September claims. Motion passed.

President's Remarks: Collins said that this is an exciting and busy time at the library. He thanked all of the Board members for all that they are doing to make this transition go smoothly.

Adjournment: Motion was made by Ireland, seconded by Posovich, to adjourn. Motion passed.

The next regular meeting will be on Monday, October 26, 2015, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
For the Board