

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY—AUGUST 24, 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 Ken Allsup, Keith Comfort, Chris Harbour, Sally Posovich, and Mike Sytsma present. Also present in the absence of Library Director William Ottens was Library Technician Paulette Groet.

Minutes: Motion was made by Sytsma, seconded by Comfort, to approve the minutes of the July 27, 2015, Board meeting. Motion passed.

Board Correspondence, Public Input or Friends Report: None.

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

Programs and Events Update: Story times and afterschool programs resumed Tuesday, August 18. Youth Librarian Kilie will be starting a new Minecraft after-school club twice a month. K-5th graders can register for one of the groups each month. In addition to Minecraft, Kilie will offer a Lego club and a book club monthly. Teen programming will scale down a bit, with events happening on Thursdays. Mahaska Reads for adults and young readers will kick off on Tuesday, September 15, with a young reader's day at the library and a presentation on the effects of the Great Depression on Rural Iowa at 5:30 p.m.

Committee Reports:

Staff Committee – Jane Ireland, chair: Mike Sytsma said that the Staff Committee had met with William and talked about moving forward after his resignation. There will be items under New Business.

Budget & Finance Committee – Michael Collins, chair: None

Policy & Planning Committee – Judy Bishop, chair: None

Technology Committee – Ken Allsup, chair: None

Building & Grounds – Chris Harbour, chair: The Building and Grounds Committee met regarding the humidifiers. There will be an item under New Business.

Unfinished Business: None

New Business:

Resignation of Director William Ottens: Motion was made by Sytsma, seconded by Posovich, to accept the resignation of Library Director William Ottens, with his last day being September 11, 2015. Motion passed.

Appointment of Interim Director: The Staff Committee recommended that Paulette Groet be appointed interim director until a new library director is hired. Motion was made by Harbour, seconded by Posovich, to approve the appointment of Paulette Groet as interim director with compensation to come. Motion passed.

Staff Committee Library Director Recruitment Plan: Sytsma said that the Staff Committee made some changes to the Director's job description, and they had written a notice advertising the open position. A copy of the notice will be posted in various places, and a copy will be given to City Manager Michael Schrock. Motion was made by Sytsma, seconded by Harbour, to approve the written notice advertising the open position of Library Director. Motion passed. Sytsma said that the next steps are to form a search committee and to formulate questions.

Susan Zajec Memorial: Susan Zajec's sister informed the library that upon Susan's death, her wish was to leave the library a substantial CD through MidwestOne Bank and several lesser CDs through Bank Iowa.

Susan's wishes were that her memorial would go for library materials or computers, something that would immediately and directly benefit library patrons. Motion was made by Posovich, seconded by Comfort, to deposit the Susan Zajec memorial funds in the library's Memorial Fund with a separate line item designated to track the memorial. Motion passed.

Naviant Maintenance Agreement for Microfilm Scanners: The Board was presented with a quote for the renewal of the maintenance agreement with Naviant for the microfilm scanners for \$1,425. Motion was made by Posovich, seconded by Allsup, to approve the renewal of the Naviant maintenance agreement for the microfilm scanners for \$1,425 with payment to come from the General Fund. Motion passed.

Humidifiers Repair/Replacement: The Building and Grounds Committee met August 18 to review quotes from Baker Group to repair or replace the humidifiers in the building. Paulette said that William's recommendation was to replace the largest humidifier and to repair two of the smaller ones since the cost of replacing all four is too great. Motion was made by Allsup, seconded by Sytsma, to replace the largest humidifier and to repair the two that most directly affect the library's collection. Motion passed.

Baker Group Repair Invoices: Included in this month's claims are two invoices from Baker Group for emergency repairs. Baker Group completed the repairs to the boilers that were reported at the previous meetings, and they completed emergency repairs to HAVC Unit #1. We seek a motion to approve payment of these invoices to come from the General Fund. Motion was made by Sytsma, seconded by Comfort, to approve payment of the two Baker Group invoices to come from the General Fund. Motion passed.

Library Foundation Appointments: In filing annual forms for the Library Foundation, the accounting firm TD&T has notified us of new requirements for supporting organizations of the Foundation's type. This requires that a majority of the Foundation's directors or trustees also be board members of the Public Library. It is recommended by TD&T that an additional two members of the Library Board of Trustees be appointed to the Library Foundation Board to meet this requirement. In addition to Trustees Sally Posovich and Jane Ireland who serve on the Foundation Board, Keith Comfort and Ken Allsup were also appointed to serve on the Foundation Board.

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

President's Remarks: None

Adjournment: Motion was made by Harbour, seconded by Comfort, to adjourn. Motion passed.

The next regular meeting will be on Monday, September 28, 2015, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
For the Board