

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY—OCTOBER 26, 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, Judy Bishop, Keith Comfort, Jane Ireland, Sally Posovich, Kathy Rothfus, and Mike Sytsma present. Also present were Interim Director Paulette Groet and Chad Coon from the Oskaloosa Municipal Water Department.

Minutes: Motion was made by Posovich, seconded by Bishop, to approve the minutes of the September 28, 2015, Board meeting. Motion passed.

Board Correspondence, Public Input or Friends Report:

Chad Coon from the Oskaloosa Municipal Water Department spoke to the Board about the library's fire suppression backflow preventer. He said that the backflow preventer had not passed its annual inspection, and it should be repaired as soon as possible. Chad recommended installing a new double-check backflow assembly in the unit. SimplexGrinnell is the company that maintains and monitors the library's fire suppression system. They should be contacted for the repairs. Sytsma asked what else should be checked in the fire suppression system as long as SimplexGrinnell is here to do repairs. Chad said that the library should have all (possibly 2 or 3) backflow preventers checked and certified annually. The Board thanked Chad for speaking with them about the situation.

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

Programs and Events: Children and teen programming is going well. Mahaska Reads 2015 started off well, but showed a decline toward the end. Both the potluck and Grandparents' Day at the library were cancelled.

Susan Zajec Memorial Donation Update: Paulette reported that the library has received another check in the amount of \$3996.63 for the Susan Zajec memorial. The total amount of the memorial is \$32,489.48. Paulette told the Board that the library will be receiving some money from the Allender estate. The money has been given to individuals who are in turn to donate the money to the library. So far we have received one check in the amount of \$1,251.00.

Tree Trimming/Removal: Grant Vroegh, City Tree Arborist, said that his crew would be able to do the tree trimming for the library in a month or two. They would like to wait until the leaves have fallen. The library has received a letter from the City that they will be removing the Emerald Ash trees in the right-of-way on the west side of the parking lot.

AV Defender: AV Defender has been installed on all of the computers at the library.

Stone Capping Update: It will be a couple of months before the stone capping is installed. The stone is being cut/made, and the installer has overbooked himself.

LED Lighting: The LED tubes have been delivered. Mike C. has finished changing the lights at City Hall, and he will begin installing the new LED lights at the library.

Humidifier Update: The HVAC humidifier has been ordered and should be available in a few weeks.

Merchant Movie Program Sponsorship: The Friends have voted to sponsor the Merchant Movie Program for the holiday and summer movies for a cost of \$75.00. They will receive a poster to display at the library, their name on the tickets, and they will have tickets available at the library for the movies.

Committee Reports:

Staff Committee – Jane Ireland, chair: Interviews for director candidates will be November 6.

Budget & Finance Committee – Michael Collins, chair: The Budget and Finance met to discuss the FY16 amended budget and the FY17 proposed budget.

Policy & Planning Committee – Judy Bishop, chair: None

Technology Committee – Ken Allsup, chair: Sytsma said that the Technology Committee met to discuss renewing the maintenance contract on the 3M Self-check machine. Because the self-check machine is only a year old and there are software updates, the committee felt that the library should renew the maintenance contract for the 3M self-check machine.

Building & Grounds – Chris Harbour, chair: Ireland said that the Building and Grounds Committee met and discussed the sidewalks, tree trimming, the roof membrane, and the backflow preventer.

Unfinished Business

Memorial Funds Account Information: There was some confusion when the discussion of the available funds was talked about. The understanding was that there is around \$67,000 available in liquid cash. When the Budget and Finance met with Amy Miller, City Clerk, it was explained that she was talking about liquid cash available through Edward Jones and held by MidwestOne Bank. It has no bearing on the funds that we have in our memorial funds account at MidwestOne Bank.

Donation of Art Pieces: Last month two art pieces were shown to the Library Board, and this month two more pieces were presented. Paulette asked if there should be an Ad hoc committee to review donated art pieces donated to the library. The Board reviewed the library's Gift Policy, and discussed accepting donated art pieces. Ken Allsup suggested connecting with FACE regarding donated art pieces. Motion was made by Allsup, seconded by Bishop, not to accept the two pieces of art work presented this month because they do not meet the Gift Policy's guidelines. Motion passed.

New Business:

Roofing Membrane: J & M Roofing has presented a proposal to adhere 60 mill to the ledge and install counter flashing. They will install counter flashing/sill at north and south ends. The cost for the project is \$2580.00 to be paid from the Library Maintenance Fund. Motion was made by Ireland, seconded by Bishop, to approve the payment of \$2580.00 to J & M Roofing for repair of the roof to be paid from the Library Maintenance Fund. Motion passed.

Sidewalk Repairs/Replacement: The Board received a quote of \$1250.00 from Concrete Works, LLC. for the replacement of two sidewalk sections and the grinding down of approximately 15 lips on sidewalk sections. The cost of the project is to be paid from the Library Maintenance Fund. Motion was made by Posovich, seconded by Allsup, to approve payment of \$1250.00 for the replacement of two sidewalk sections and the grinding down of approximately 15 lips on sidewalk sections with the cost to come from the Library Maintenance Fund. Motion passed.

3M Service Agreement Renewal for Self-check: 3M Library Systems submitted a quote for a one-year service agreement for the library's self-check machine in the amount of \$2114.00 to be paid from the Dillon Memorial Fund. The Technology Committee recommended approving the renewal of the service agreement since the machine was one year old and there were software updates as part of the service agreement. Motion was made by Sytsma, seconded by Rothfus, to approve the payment of \$2114.00 for the 3M one-year service agreement renewal on the library's self-check machine to be paid from the Dillon Memorial Fund. Motion passed.

December Board Meeting: Paulette asked the Board if they would change December's Library Board meeting from Monday, December 28, to Monday, December 21. Motion was made by Allsup, seconded by Ireland to change the December Library Board meeting from Monday, December 28, to Monday, December 21. Motion passed.

Backflow Preventer: Motion was made by Bishop, seconded by Posovich, approve the payment to SimplexGrinnell for the installation of a new double-check backflow assembly in the backflow preventer in the amount of \$3903.00 to be paid from the Library Maintenance Fund. Motion passed.

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

President's Remarks: Collins thanked Paulette and Susan for all of their good work in staying on top of things.

Adjournment: Motion was made by Sytsma, seconded by Allsup, to adjourn. Motion passed.

The next regular meeting will be on Monday, November 23, 2015, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
For the Board