

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY—November 23, 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, Sally Posovich, Kathy Rothfus, and Mike Sytsma present. Also present was Interim Director Paulette Groet.

Minutes: Motion was made by Bishop, seconded by Sytsma, to approve the minutes of the October 26, 2015, Board meeting and the November 6, 2015, Special Board meeting. Motion passed.

Board Correspondence, Public Input or Friends Report:

Paulette reported on behalf of the Friends since no one from the Friends was present. Starting in April, the Friends would like to begin taking care of the Reading Garden grounds. They would like to have electricity put in the Reading Garden, and the Friends would be willing to pay for it. The Friends would like to sponsor the At Home in the Heartland bus, which is a traveling exhibit that comes with all things Iowa. They are looking at dates in March and May to have the bus come to the library.

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. Kilie has started a new children's program featuring the online program called Kerbal Space.

Led Lighting: Mike has completed 80% of the lighting changeover.

Backflow Preventer: The backflow preventer has been replaced by SimplexGrinnell.

Sidewalk Repair: Sidewalk repairs have been completed.

AHU Controls: Trane fixed the AHU controls so staff no longer has to manually turn the unit on and off. On the Baker Group front end of the controls an override had been installed which was preventing the unit from working properly. Trane removed the override, and the unit is working properly now.

Revenue: The library received a check in the amount of \$6606.92 for Open Access/Interlibrary Loan from the State of Iowa. The library also received a check for the Allender memorial in the amount of \$1251.31.

Snow Removal: Paulette told the Board that the Parks Department does snow removal for the library. They do the sidewalks around the building, except for the sidewalk leading to the staff entrance and the indented sidewalk at the library's front entrance. Paulette asked if the Board would agree to her hiring someone to remove snow in these two areas on a Saturday.

Bequest Fund: Paulette said that she was notified by Jennifer Main of Edward Jones that there are a couple of bonds that are going to be called. Paulette said that Jennifer gave her recommendations for re-investing those bonds. Paulette said that according to the Investment Policy the Director and Board President must approve the re-investment of the bonds, but she wanted to make the Board aware of the choices available and get their input.

Committee Reports:

Staff Committee – Jane Ireland, chair: None

Budget & Finance Committee – Michael Collins, chair: None

Policy & Planning Committee – Judy Bishop, chair: Bishop said that the committee will meet in January to review four policies.

Technology Committee – Ken Allsup, chair: Allsup said that he met with Paulette to discuss getting a new public copier for the second floor. Paulette checked on a combined service agreement for all three library copiers.

Building & Grounds – Chris Harbour, chair: Paulette said that an HVAC technician from Winger looked at the air-venter in the boiler. He said that it could be tapped out and a plug put in. When he checked the air-venter in the second boiler, he found that it was badly corroded and also needed to be replaced. Winger will be sending an estimate for the cost of the work.

Unfinished Business: None

New Business:

FY16 Amended Budget and FY17 Proposed Budget: Paulette requested a tentative approval of the FY16 Amended Budget and the FY17 Proposed Budget pending approval from the City Manager and City Clerk. Motion was made by Bishop, seconded by Posovich, to approve the FY16 Amended Budget and the FY17 Proposed Budget. After a brief discussion, the motion passed.

Library Closings for 2016: Paulette presented the following library closing dates for 2016:

New Year's Day-Friday, January 1, 2016	Veteran's Day-Friday, November 11, 2016
MLK Day-Monday, January 18, 2016	Thanksgiving-Thursday, November 24, 2016
President's Day-Monday, February 15, 2016	Day after Thanksgiving-Friday, November 25, 2016
Memorial Day-Monday, May 30, 2016	Christmas Eve-Friday, December 23 (Observed by City)
Independence Day-Monday, July 4, 2016	Christmas Eve-Saturday, December 24, 2016
Labor Day-Monday, September 5, 2016	Christmas (Sun) Monday, December 26, 2016

Motion was made by Sytsma, seconded by Bishop, to approve the library closings for 2016. Motion passed with 5 ayes and 1 nay.

Copier Replacement: Paulette told the Board that Forbes Office Solutions offers the best proposal on a new copier and a service agreement that would include all three copiers. She asked for a motion to approve the purchase of a new copier from Forbes Office Solutions for \$2977 to come from the Copier Fund and to approve the service agreement for all three copiers from Forbes Office Solutions. Motion was made by Bishop, seconded by Posovich, to approve the purchase of a new copier from Forbes Office Solutions for \$2977 to come from the Copier Fund and to approve the service agreement for all three copiers from Forbes Office Solutions. Collins passed the chair to Allsup so he could vote. Motion passed with Allsup abstaining.

Boiler Repair: When the last preventative maintenance was completed by Baker Group, they discovered an air-venter port that needed to be tapped in order for the port plug to seal properly. Baker Group has given a quote ranging from \$490.00-\$7462.00 to make the repair. Paulette Groet with Board approval contacted Winger Contracting out of Ottumwa to give a quote on the repair. When Winger was here to look at the port, they discovered that the port on the second boiler was also badly corroded and in need of being replaced. Winger gave a quote of approximately \$650.00 to repair both air-venters. Paulette asked for a motion to approve Winger repairing both air-venters for a cost of approximately \$650.00 to come from the Library Maintenance Fund. Motion was made by Rothfus, seconded by Allsup, to approve Winger repairing both air-venters for a cost of approximately \$650.00 to come from the Library Maintenance Fund. Motion passed.

Paulette told the Board that on the day that Trane was to come to work on the controls Mike was unable to access the controls on his computer. Baker said that they could fix the BAS graphics for \$1024.00 . Paulette said that she has set up one of the older notebooks for Mike to use for a month. She will let the Board know how things are going by next month's meeting.

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

President's Remarks: None

Adjournment: Motion was made by Rothfus, seconded by Bishop, to adjourn. Motion passed.

The next regular meeting will be on Monday, December 21, 2015, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
For the Board