

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY—FEBRUARY 22, 2016—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, Chris Harbour, Jane Ireland, Sally Posovich, and Kathy Rothfus present. Also present was Library Director Nicole Morgan. Present at the meeting were City Manager Michael Schrock and City Clerk Amy Miller.

**Minutes:** Motion was made by Bishop, seconded by Posovich, to approve the minutes of the January 25, 2015, Board meeting. Motion passed.

**Board Correspondence, Public Input or Friends Report:** None

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

**Programs and Events:** Nicole told the Board that the library will host a booth at the YMCA Family Fun Night on Friday, March 18 from 6-8 p.m. as part of the Blue Zone initiative. Library staff will be promoting this year's Summer Reading Program, which is On Your Mark, Get Set, Read. Nicole visited the Oskaloosa Elementary School on February 5<sup>th</sup> as a community celebrity at Dining at the Ritz for Book Lovers Month.

**Strategic Plan:** Nicole told the Board that the library's Strategic Plan will expire at the end of FY2016. It is recommended that a new Strategic Plan process begin within the next few months.

**Library Aware!:** Staff is currently using a free trial of Library Aware software from EBSCOhost. The software is designed specifically for libraries as a promotional tool. It will allow staff to create multimedia slides for the web page, create promotional pamphlets, post promotions on Facebook, and create electronic newsletters, which could be emailed out to patrons.

**Inclement Weather and Vacation Day:** Nicole told the Board that since she was still driving from Clive, she stayed home on Tuesday, February 2 because of poor road conditions due to inclement weather. She made up the hours that she missed on the following Saturday. She used a day of vacation on Friday the 19<sup>th</sup>.

**County Appropriations Update:** Nicole said that the County will vote on their budget March 7<sup>th</sup>. The library will be receiving \$50,000, and the rest will go to the City's General Fund to offset other city expenses.

**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 met and made some minor revisions to the Library's Collection Development Policy and the Extended Teacher Card Policy. There were no changes made to the Library Board By-laws, but the committee is adding the new Freedom to Read document from the American Library Association. Bishop went through the changes to the other two policies. Motion was made by Bishop, seconded by Harbour, to approve the changes to the Library's Collection Development Policy and the Extended Teacher Card Policy. Motion passed

**Technology Committee – Ken Allsup, chair:** None

**Building & Grounds – Chris Harbour, chair:** None

**Unfinished Business:** None

**New Business:**

**Iowa Communication Network Room:** Nicole said that after reviewing comments from the last Strategic Plan survey, the current usage of the ICN Room, and the demand for additional meeting space, especially on

Saturdays, she is requesting that beginning May 20<sup>th</sup>, the ICN room be turned solely into a meeting room. Motion was made by Harbour, seconded by Bishop, to discontinue the ICN room and transform it into a meeting room. Motion passed.

**Approval of Claims:** Motion was made by Rothfus, seconded by Ireland, to approve payment of the February claims. Motion passed.

**President's Remarks:** None

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

The next regular meeting will be on Monday, March 28, 2016, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
For the Board