

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – MAY 21, 2012 -- 4:00 P.M.

The meeting was called to order by President Mike Sytsma. Roll call was taken by Board secretary Susan Hasso with Trustees Judy Bishop, Josh Buckingham, Michael Collins, Paul Groenenboom, Bryan Johnson, Kathy Rothfus, and Candace Slobe present. Also present were Library Director Wanda Gardner and Keith Miller, president of the Friends.

Minutes: Sytsma called for a motion to approve the April 23, 2012, minutes. Bishop offered two corrections. In the Friends' Report the spelling of Downton Abbey was not correct. Under the Director's Report in the section on Wilbor, Bishop asked that the word and between \$300 and 9 cents be changed because it made the sentence unclear. Motion was made by Bishop, seconded by Slobe, to approve the minutes of the April 23, 2012, meeting as corrected. Motion passed.

Board Correspondence, Public Input, or Friends Report:

Keith Miller, president of the Friends, reported that members of the Friends met with Joe Crookham concerning a memorial donation in memory of Judge James and Mary Reilly. Crookham is contacting the Rielly family about their wishes. In the fall the Friends are planning a book discussion program based on the book Downton Abbey, a popular IPTV series. Board secretary Susan Hasso shared two pieces of correspondence with the Board. One was from Sarah Uthoff, who does a program on Laura Ingalls Wilder, thanking the library for having her speak. The second were letters from a high school student and her supervisor, thanking Linda Fox, Youth Librarian, for allowing the student to job shadow her.

Library Investments: David Ahmad from Edward Jones gave a presentation to the Board on the library's investments and answered questions. The Board will be reviewing the library's Investment Policy.

Director's Report:

Crisis Intervention Services: Gardner told the Board that she is working with the Director of Crisis Intervention Services concerning temporary library cards issued to CIS clients in the past and the materials that have not been returned. The goal is to get a system in place that would alleviate future losses and to have the shelter look for materials that might have been left behind when clients leave the shelter.

Large Print Books: Gardner said that she has dropped the library's standing orders of large print adult books from Gale and Center Point Press to save an annual outlay of about \$6000. She will now be purchasing new, large print books from overstock companies at a cost of \$6.00-\$7.00 a book, compared to \$25.00 per title on the standing order programs.

Boilers: Gardner said that she and David Dixon, City Attorney, received an e-mail last week from Cunningham, Inc. concerning the library's boilers. Tom Walling is awaiting one further report from a supplier before providing a response to the library.

AHUs: The library received the bill for the hard-wiring between the air-handlers and the condensers. We were billed for the actual time and supplies spent on the project, which was \$4 333.61, well below their bid of \$13,576.

Roof Repairs: Shankster Masonry has finished the raking and sealing of the limestone parapet. The bill was \$8683.00 as per the quote.

Sliding Front Doors: The library's inside sliding doors are now working after having a new sensor installed. The cost was \$849.00.

Reading Garden: The paving bricks that cross the driveway from the library's front door are too rough and worn to be considered ADA (Americans with Disabilities Act) accessible. There is also a sidewalk curb that leads into the Reading Garden area that needs to be cut down and a textured

ramp installed. The city has given the names of three companies to do the cuts in city sidewalk curbing. Gardner has contacted one of the companies to do the work, and she will turn the bill over to the Friends.

New Carpeting: The Building and Grounds Committee is looking at re-carpeting the director's office and the administrative assistant's office. Matthew Carpet will do the two offices at a cost of \$1142.00. Modern Floor Covering will possibly be installing carpet squares in the genealogy room before the adult computer lab is moved into the space. Likewise, there may be carpet installed in the area where the DVD shelving will be moved. Gardner said that replacing worn carpet strips in the entrance mat will be very beneficial to keeping the new carpet cleaner.

Howard France: Nona France, niece of library benefactor Howard France, informed the library that there are additional Howard France funds to be claimed by the library since France left a substantial bequest to the library several years ago. The library will need to complete and submit the paperwork in order to receive the funds.

Long Overdue Materials: Gardner told the Board about two instances of long overdue materials.

End of the Fiscal Year Bills: Gardner told the Board that the library has paid only 11 MidAmerican Energy, Certified Pest Control, and Midwest Sanitation bills. Gardner also told the Board that due to funds left in the general fund, the library might be able to do some additional projects during this fiscal year rather than waiting until next year.

Committee Reports:

Staff Committee - Jane Ireland, chair: No report.

Budget & Finance Committee – Judy Bishop, chair: No report.

Policy & Planning Committee – Candace Slobe, chair: No report.

Technology Committee – Kathy Rothfus, chair: No report.

Building & Grounds – Bryan Johnson, Chair: Johnson said that the Building and Grounds Committee met to discuss current projects, look at what has been accomplished, and look at projects for next year. The committee also talked about the new carpet.

Unfinished Business: Motion was made by Johnson, seconded by Groenenboom, to re-carpet the two offices on the second floor at a cost of \$1144 from Matthew Carpet with the cost coming from the General Fund. After discussion, a vote was taken and the motion passed.

New Business: None

Financial Report/Approval of claims: Motion was made by Groenenboom, seconded by Collins, to approve payment of the May claims. Motion passed. Motion was made by Rothfus, seconded by Slobe, for the Board to meet on June 4, 2012, at 4:00 p.m. to finish financial business for 2012 fiscal year. Motion passed.

There was an introduction of the new library board member Josh Buckingham.

President's Remarks: None

Adjournment: Motion was made by Slobe, seconded by Johnson, to adjourn. Motion passed.

A special Board meeting will be held on Monday, June 4, 2012, at 4:00 p.m. in the library meeting room.

The next regular meeting will be on Monday, June 25, 2012, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso

Library Administrative Assistant
for the Board