

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY—JULY 25, 2016—4:00 P.M.

The meeting was called to order by Board Vice-president Kathy Rothfus. Roll call was taken by Board secretary Susan Hasso with Trustees Ken Allsup, Judy Bishop, Keith Comfort, and Sally Posovich present. Also present was Library Director Nicole Morgan.

Minutes: Motion was made by Bishop, seconded by Posovich, to approve the minutes of the June 27, 2016, 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 said that circulation is up, especially in the Children's Department. There are currently 690 enrolled in the Summer Reading program.

There has been a 40% increase in attendance for Story times from January through May. When asked why the increase, she said that she wasn't cancelling programs. The 3rd Annual Mini-Con had 50 participants. The Magic Show has 101 attendees, and the Movie had 153 attendees.

Committee Reports:

Staff Committee – Jane Ireland, chair: The Staff Committee has not met. Nicole said that she is interviewing for the Children's Librarian position.

Budget & Finance Committee – Michael Collins, chair: None

Policy & Planning Committee – Judy Bishop, chair: Bishop said that the committee has not met, but they will be.

Technology Committee – Ken Allsup, chair: None

Building & Grounds – Chris Harbour, chair: The Building and Grounds did meet. There were only 2 ½ AHU's working, but now there are three. After the power outage last week, the elevator is no longer recognizing the lobby. It is numbering the floors 1-4. There are still humidifier issues from December that Trane needs to look at.

Unfinished Business: None

New Business:

Approval of Teen Lock-in: Nicole asked for approval of a Teen Lock-in. She said that they have checked with the insurance company. There are forms for the teens to sign and liability forms for the parents to sign. They are limiting the lock-in to 20 teens, and there will activities to keep them occupied. Two library staff members will be in charge of the lock-in, which will run from 8:00 p.m. to 8:00 a.m. The hours will be part of their regular working hours. Allsup suggested that the City Attorney look at the teen and parent forms, and he expressed concern about having only two adults. Motion was made by Allsup, seconded by Bishop, to approve the Teen Lock-in if in addition to the two library staff members, there would be a minimum of 1 additional adult volunteer, preferably 2 adult volunteers, and that the City Attorney, David Dixon, would approve the teen and parent forms. Motion passed.

Approval of Winger Bill: Nicole asked for approval to pay the Winger bill of \$3803.97. In April there was a coolant leak in AHU #3. Winger found the leak, repaired it, and filled the unit with coolant. They were to return on a warmer day to check the unit. They checked the unit when they were called back to check the other units that were having issues. We were then billed for the April work. Motion was made by Posovich, seconded by Comfort, to pay the Winger bill of \$3803.97 to come from the Library Maintenance Fund. Motion passed.

Approval of Reading Garden Repairs: Nicole said that there are 4 custom-cut cement blocks in the retaining wall/seating area that need to be replaced or repaired. She has contacted the original landscaper, but has not yet received a quote. She is also going to ask if there is a better way to secure the blocks. Motion was made by Allsup, seconded by Posovich, that due to public safety concerns the Board would approve the replacement of the 4 custom-cut cement blocks in the library's Reading Garden and securing them with the cost not exceed \$1000.00 to be taken from the Library Maintenance Fund. Motion passed.

Approval of Toilet Repairs: Nicole asked the Board to approve the repair of the 2 toilets on the 3rd floor that have not been working for about 1 ½ years. Because the City Council was to use the library's 3rd floor meeting room and bathrooms, Nicole contacted a plumber to make the repairs, but she did not yet have a bill from the plumber. Motion was made by Allsup, seconded by Bishop, to table approval of the toilet repairs until next month's meeting when they will have a bill. Motion passed. The Board encouraged Nicole to meet with the Building and Grounds Committee for this type of repairs.

Election of New Officers: Nominations for Board secretary were opened. Motion was made by Bishop, seconded by Posovich, to elect Susan Hasso, Library Administrative Assistant, as Board secretary for FY 16-17. Motion passed. Nominations for Board vice-president were opened. Rothfus said that she would be willing to serve another term. Motion was made by Posovich, seconded by Allsup, to elect Kathy Rothfus for a second term as Board vice-president for FY 16-17. Motion passed. Nominations for Board president were opened. Rothfus said that Collins would be willing to serve another term. Motion was made by Bishop, seconded by Posovich, to elect Michael Collins as Board president for FY 16-17. Motion passed with 3 ayes and 1 nay.

Approval of Claims: Motion was made by Bishop, seconded by Posovich, to approve payment of the July claims. During discussion, Allsup voiced his concerns about increases in spending, and his disapproval of the 6% wage increase for the director's position. Motion passed.

President's Remarks: Rothfus talked to the Board about the importance of their role as Library Board Trustees.

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

The next regular meeting will be on Monday, August 22, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
For the Board