

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY—AUGUST 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 Ken Allsup, Judy Bishop, Keith Comfort, Jane Ireland, Sally Posovich, Kathy Rothfus, and Mike Sytsma present. Also present was Library Director Nicole Morgan.

Minutes: Motion was made by Posovich, seconded by Bishop, to approve the minutes of the July 25, 2016, Board meeting. Motion passed with 6 ayes and Allsup voting nay.

Board Correspondence, Public Input or Friends Report: Members of the Board asked why we no longer had a representative from the Friends group at the board meetings. Nicole was asked to extend an invitation to Bryan Johnson, the current president of the Friends.

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

Programs and Events:

Nicole said that during Celebrate Oskaloosa, the library had Big Bear Puppets present two programs. Overall, 53 people attended. The Summer Reading program came to a close with over 80 people attending the grand prize drawing. Even though Summer Reading is over, the attendance for Toddler and Preschool Story time remains good.

Nicole said that the second of two community focus groups for strategic planning met and picked the roles for the library: Know your Community, Create young readers, Satisfy curiosity-Lifelong learning, and Stimulate Imagination.

Nicole was asked to explain the 1000 Books Before Kindergarten program that was mentioned in the Staff Meeting minutes. The program is for 0-5 year olds, which is the largest group of children in Oskaloosa. The program encourages parents to read 1000 books to their children before they start Kindergarten. The Friends have donated \$500.00 to purchase books for the program, materials to promote the program, and prizes. We will use the Summer Reading software to keep track of each child's progress.

Nicole was asked about the progress of the search for a Youth Librarian. Nicole said that there were interviews with first-round applicants. However, after meeting with the Staff Committee, it was decided to re-open the position and to post the ad for a month. The closing date for applications is September 9.

Committee Reports:

Staff Committee – Jane Ireland, chair: Ireland and Sytsma from the Staff Committee met with Nicole concerning the Youth Librarian position. The decision was to re-open the position and put the base salary in the ad. The ad will have a closing date of September 9.

Budget & Finance Committee – Michael Collins, chair: None

Policy & Planning Committee – Judy Bishop, chair: Bishop said that the committee met to develop a Building and Grounds Emergency Expenditure Authorization Policy, which will come up under New Business. Sytsma asked if the Policy and Planning Committee could look at the library's policy for DVD checkout and return. Most items check out for two weeks, while DVD's check out for 3 days. This is very inconvenient for mothers with young children to meet that three day deadline. Bishop said that the committee would look at the policy.

Technology Committee – Ken Allsup, chair: None

Building & Grounds – Chris Harbour, chair: None

Unfinished Business

Strategic Planning Follow-up Meeting: Nicole asked the Board to pick a date to schedule a 3-hour follow-up special Library Board meeting now that the community groups have met. This meeting would review the roles picked for the library and set goals. After discussion, it was decided to ask the presenter for several dates, and the Board will then decide which works best for everyone.

New Business:

Approval of Concrete Bid: Nicole requested the approval of concrete work to be completed by Concrete Works LLC in the front marked areas of the library at an estimated bid of \$5655.00. Nicole said that there were three bids, but this was the one that Mike recommended. Kathy Rothfus asked if Building and Grounds had seen the three bids. Other Board members felt that they would like to see the three bids before voting. Motion was made by Bishop, seconded by Posovich, to table the approval of the concrete work until Building and Grounds had time to further investigate the issue. Motion passed.

Building and Grounds Emergency Expenditure Authorization: The Building and Grounds Committee met and developed a Building and Grounds Emergency Expenditure Authorization Policy. Nicole has sent this policy to the City Attorney for his approval. Nicole said that she has not heard back from him, so the Board will vote next month on the policy.

Strategic Planning Survey: Nicole said that as part of the Strategic Planning process, she wants to survey all library patrons both online and in the library. Board members thought that this was a good idea.

Approval of Claims: Motion was made by Bishop, seconded by Sytsma, to approve payment of August claims. During discussion, Sytsma asked about the City's Expense Trial Balance report, which shows a target of 8.33% of the budget spent. Sytsma pointed out that the part-time salaries line shows 15.07% spent. Sytsma stressed the importance of watching the budget as there have been problems in this area in the past. After discussion, the motion on the floor passed with Allsup voting nay.

President's Remarks: None

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

The next regular meeting will be on Monday, September 26 at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
For the Board