

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY—SEPTEMBER 26, 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, Keith Comfort, Chris Harbour, Jane Ireland, Sally Posovich, and Kathy Rothfus present. Also present was Library Director Nicole Morgan.

Minutes: Motion was made by Rothfus, seconded by Comfort, to approve the minutes of the August 22, 2016, Board meeting. Motion passed.

Board Correspondence, Public Input or Friends Report: At the next Library Board meeting, there will be a representative from the Friends. Allsup suggested that there be a teen representative from the Teen Advisory Board.

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

Programs and Events: Nicole said that the Teen Advisory Board has a new logo that includes the library window design and bright colors. Preschool story times are going well. The Friends are sponsoring the 1000 Books Before Kindergarten program. We are celebrating National Library Card Sign-up Month in September. Children who get their first library card receive a gift bag. Nicole told the Board that staff would like to dress up for Halloween. Board members suggested that the staff have family friendly costumes. Rothfus said that staff should dress like literary characters.

Roof Repairs: Nicole said that J & M Roofing had come to repair the counterflashing on the ledge. The Board had approved this work to be done last October, 2015.

Youth Services Librarian: Nicole told the Board that she and Susan had interviewed two candidates for the Youth Librarian position. Nicole will be checking references.

Rothfus asked about updated policy notebooks for the Board members. Rothfus thought that the notebooks would be handed out at this meeting. Several Board members did not want paper copies of the policies. It was pointed out that an up-to-date copy of the policies is on the library's web site. Susan is to bring a paper copy of the policies to each Board meeting.

Rothfus asked about the status of the contract with Rose Hill. Nicole said that originally Rose Hill had been sent the wrong numbers. She has sent them the correct numbers, which will make a slight decrease in what they owe. Rose Hill has not yet made a decision. If Rose Hill does not sign a contract with the library, does the Board want to deny services or ask individuals to pay a membership fee? Board members asked Nicole to check with other libraries who have contracting cities to see how they charge.

Committee Reports:

Staff Committee – Jane Ireland, chair: None.

Budget & Finance Committee – Michael Collins, chair: The Budget and Finance Committee met to discuss the Rose Hill contract and the line item for salaries in the budget. Because of an extra pay period, the target for salaries should be at 11% rather than 8.33%. This month the salaries line item is more closely aligned to the target rate.

Policy & Planning Committee – Judy Bishop, chair: The Policy and Planning Committee met and went over the library's fee schedule.

Technology Committee – Ken Allsup, chair: None

Building & Grounds – Chris Harbour, chair: The Building and Grounds Committee met. They discussed the concrete repair in the parking lot. They also discussed drainage and landscaping around the front door to stop the water from coming in the front doors and running into the duct system.

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. She gave the dates that Becky Heil from the State Library was unable to meet. After a discussion of possible dates, it was decided to set the Library Board's regular meeting to Tuesday, October 18, with the Strategic Planning Meeting to follow, because this was the date that most Board members would be able to attend.

Approval of Concrete Bid: Nicole requested 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. The Building and Grounds Committee recommends this approval. Motion was made by Harbour, seconded by Allsup, to approve the concrete work in the front marked areas of the library to be completed by Concrete Works LLC at an estimated bid of \$5655.00. Motion passed.

New Business:

Iowa Paranormal Program: Nicole asked for approval of the Iowa Paranormal program. The group will present a program on Friday, October 7, from 7:00-9:00 p.m. for the public. Then from 9:00 p.m. to 1:00 a.m. when the building is closed, the group will stay and search for any unusual activity at the library. Nicole said that a staff person would stay with the group from 9:00 p.m. to 1:00 a.m. After discussion, the Board decided that they did not want a staff person to stay with the group after closing. They would rather have a volunteer. Board member Ken Allsup volunteered to stay. Motion was made by Allsup, seconded by Comfort, to approve the Iowa Paranormal program with a volunteer to stay with the group after hours. Motion passed.

Borrowing and Circulation Policy: In the Borrowing and Circulation Policy, the late fee for the GPS was removed, because the library no longer has a GPS to circulate. Motion was made by Harbour, seconded by Rothfus, to approve the revised Borrowing and Circulation Policy. Motion passed.

Library Unser Survey: Nicole said that as part of the Strategic Planning process, she wants to survey all library patrons both online and in the library. A copy of the proposed survey was included in the Board packets. Nicole asked for approval to distribute the survey both electronically and in paper copy. Motion was made by Ireland, seconded by Posovich, to approve the distribution of the survey. Motion passed.

Approval of Claims: Motion was made by Ireland, seconded by Allsup, to approve payment of September claims. Allsup asked about the numbers for usage with the Constant Contact. Nicole said that she would again send him the numbers for usage. Motion passed.

President's Remarks: None

Adjournment: Motion was made by Harbour, seconded by Comfort, to adjourn. Motion passed.

The next regular meeting will be on Tuesday, October 18 at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
For the Board