

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY—OCTOBER 18, 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, Jane Ireland, Sally Posovich, and Kathy Rothfus present. Also present was Library Director Nicole Morgan.

Minutes: Ken Allsup asked that a correction be made to the September 26 minutes. The sentences that read *Allsup asked about the numbers for usage with the Constant Contact. Nicole said that she would again send him the numbers for usage* should have read *Allsup again asked Nicole for the numbers for Constant Contact, because he had not received the numbers after the first time he asked for them.* Motion was made by Posovich, seconded by Bishop, to approve the minutes of the September 26, 2016, Board meeting as corrected. Motion passed.

Board Correspondence, Public Input or Friends Report: Nicole said that she thought that there would be a representative from the Friends present at today's meeting. Kathy Rothfus said that she thought there was to be a representative from the Teen Advisory Board at today's meeting. Nicole said that the Teen Advisory Board had not yet met to choose a representative. They will be meeting Wednesday, October 19. The Library Board met early this month. Mike Collins said that he had received positive feedback about the Friends of the Library helping with the AAUW Book Sale. The AAUW greatly appreciated the Friends' help.

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

New Youth Librarian: Nicole said that Chandi Maleski, the new Youth Librarian, will be starting Aug. 24. She has her Masters in Library Science with a focus in Youth Services. She is excited to be coming to the Oskaloosa Public Library, and she is looking forward to getting started.

Programs and Events: Nicole said that the paranormal program was a success with 67 people in attendance. The original group backed out the last minute, but we were able to get another group to come. The South Central Iowa Paranormal Team gave a program for the public and then did an investigation of the library after the public had left.

On Sunday, Nicole will be reading the book Stone Soup at the mall as part of a drive to raise food for the local food pantry. The drive is sponsored by Mahaska Health Partnership. They will also be serving a version of stone soup.

Donations: Nicole said that the last of the Susan Zajec trust will be distributed to the beneficiaries. The library's final portion will be approximately \$5587.13. Nicole also told the Board that the Women's Club had donated \$20,000 to the library for large print materials. She is looking into a standing order plan for the large print materials that would automatically send bestsellers and mysteries each month.

Kathy Rothfus asked at what salary was the new Youth Librarian starting. Nicole said that it was at the amount stated in the advertisement for the position.

Committee Reports:

Staff Committee – Jane Ireland, chair: None.

Budget & Finance Committee – Michael Collins, chair: Collins said that the Budget and Finance Committee met to discuss the Rose Hill contract with the Oskaloosa Public Library. Collins said that the committee is still in a fact-finding effort. Nicole has gathered information from other libraries with contracting cities. Collins spoke about the methods that other cities use to calculate the charge for contracting cities. He also said that our library has used different methods of calculating the amount over time. Collins said that they will continue

with their fact-finding by looking at other communities statewide. Ireland said that she can see how the amount of the contract would be a hardship for Rose Hill. Allsup said that he liked the idea of using the tax valuation formula. Ireland asked if we had met with the Rose Hill City Clerk. Allsup asked if we could invite the Rose Hill City Clerk to a meeting. Collins said that right now Rose Hill is with us for this year, but the issue is what happens next year. Nicole said that Rose Hill is debating if they want to be with us this year. They sent the check for the last fiscal year in the amount of \$1,625.00, but they did not give us notice that they were not renewing their contract with us this year. Allsup said that as a rural representative, and he expressed this at last month's meeting, that is a significant amount of money for Rose Hill. Collins said that they would continue to get more information.

Policy & Planning Committee – Judy Bishop, chair: None

Technology Committee – Ken Allsup, chair: None

Building & Grounds – Chris Harbour, chair: The Building and Grounds Committee met. The committee discussed having Cunningham's install downspouts to re-direct the water flow of the runoff from the roof. During heavy rains, the runoff is flowing in the front doors and going down into the grates, which is causing humidity in the HVAC system. The humidity is causing the boilers to run more, which is resulting in higher utility bills. Rothfus asked if Cunningham was the only ones from whom we had gotten a cost. Nicole explained that the downspouts had to be custom made. Collins said that we also had to be sure that the downspouts were in keeping with the historic nature of the building. The committee is waiting for an estimate for the work. The second issue that the Building and Grounds Committee discussed is security cameras with recording capabilities for both outside and inside the building. The total cost for security cameras outside the building is \$4561.00. For inside the building the cost would be \$1050.00 with \$250.00 for a monitor. The video cameras on the inside would be connected to a recorder. Ken Allsup suggested asking the police to make more patrols through the area and putting up game cameras instead, which would include night vision and recording. Rothfus asked if there were any additional fees, and Nicole said no. Allsup then suggested that if we decided to go with the security cameras, we should have the recording sent directly to the police station.

Unfinished Business: None

New Business:

Approval to sell items in Meeting Room D: Nicole said that she had talked with City Manager Michael Schrock about selling some of the items in the old ICN room, now meeting Room D. She asked him about selling the items on govdeals.com. Nicole said that she was bringing the request to the Board to see what they thought or if they had any suggestions. Ireland asked if there would be a need for that furniture anywhere else. Nicole said not that she could see. She would like more movable tables and chairs. Motion was made by Bishop, seconded by Posovich, to approve the sale of items in Meeting Room D. Ken Allsup suggested to use Craig's list and try to sell the items locally on our own social media. Allsup asked if there was a specific time frame for the replacement of the tables and chairs, and what would be the final cost. Nicole said that she would have to look at the cost, but she was planning on asking the Foundation for the money. Kathy Rothfus suggested selling or trading the items with other libraries through the interlibrary web site. The motion was amended to include selling or trading the items with other libraries through the interlibrary web site. Motion passed.

Approval of New Toilet Installation: Nicole requested that approval of the new toilet installation be tabled until she could get an itemized bid rather than one that reflected only the total amount. Motion was made by Allsup, seconded by Bishop, to table approval on the new toilet installation. Motion passed.

Approval of Claims: Motion was made by Ireland, seconded by Allsup, to approve payment of October claims. Rothfus asked Nicole about her going to the Iowa Library Association Conference. Nicole said that she had typically gone each year. After Board discussion, it was determined that this was a conference that library directors typically attended. Motion passed.

President's Remarks: Michael Collins said that the intended Strategic Planning meeting with Becky Heil from the State Library would not go forth since it had not been included on the agenda. Another date would need to be set for the meeting, and we would need to be sure that it was listed on the agenda and posted 24 hours before the meeting. Allsup said that there would need to be a separate agenda for the meeting. Collins said that it will be done correctly at the time it is done. Collins thanked everyone for their continued service to the Library Board.

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

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

Respectfully submitted,

Susan Hasso
For the Board