

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY—NOVEMBER 28, 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, Chris Harbour, Jane Ireland, Sally Posovich, Kathy Rothfus, and Mike Sytsma present. Also present at the meeting was Library Director Nicole Morgan. Bryan Johnson and Ray Becze from the Friends and Shaylyn Walker from the Teen Advisory Board were also present.

**Minutes:** Motion was made by Bishop, seconded by Harbour, to approve the minutes from the October 18, 2016, Board meeting. Motion passed.

**Board Correspondence, Public Input or Friends Report:** Collins welcomed Shaylyn Walker from the Teen Advisory Board and Bryan Johnson and Ray Becze from the Friends. Johnson, president of the Friends, gave a report for the Friends, which included revenue and expenditures. He talked about the many library programs that the Friends sponsor and the ways in which the Friends support the library. Becze, a member of the Friends, talked about the Friends taking over responsibility for the maintenance of the Reading Garden, which includes planting, pruning, weed control, and general clean-up. He estimated the annual cost of maintaining the Reading Garden at about \$1000.00 a year with 1-2 hours of work a week from April to October. He said that the two problems with the garden are no water and no electricity. The Friends are looking into these. Collins then shared an anonymous letter with the Board expressing a concern that the library does not provide adequate space for teens.

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

**Programs and Events:** Nicole said that three staff members attended the free Summer Reading Workshop presented by the State Library of Iowa in Johnston. On November 1st, Nicole presented to PEO Chapter IO with several book talks on new release popular fiction and nonfiction. Nicole was named Chair of the Iowa Library Association subdivision Library Leadership and Management at the Iowa Library Association Annual Conference. Harbour congratulated her on being elected to the position. The library partnered with the William Penn University students majoring in Elementary Education. Students were given a tour of the library, especially the children's collection, and they observed Toddler Story Time. The teens are continuing to work on their float for the Lighted Christmas parade. Nicole told the Board that a member of the Golden Goose will be presenting a library project for possible funding at the next meeting on December 13<sup>th</sup>. While the scope of the project has not yet been determined, the request will be for funding for additional books. Mike Collins suggested that in the future if staff or the director are attending workshops, it should be talked about with the Board in advance rather than sending it in an email.

**Committee Reports:**

**Staff Committee – Jane Ireland, chair:** Ireland said that she had met the new Youth Librarian, and she was very sweet. She is doing a good job.

**Budget & Finance Committee – Michael Collins, chair:** Comfort said that the Budget and Finance Committee had met and discussed revisions to the library's amended budget for this year. He said that they also discussed the fee charge to Rose Hill. He said that the committee is leaning toward a flat fee with a constant 3% increase each year. This would be the same for all contracting cities; therefore, the cities could better plan for their budgets. The committee met a second time to discuss the library's proposed budget for FY18.

**Policy & Planning Committee – Judy Bishop, chair:** Bishop said that the Policy and Planning Committee had met to discuss the Credit Card Policy. The policy has been sent to City Clerk Amy Miller and to City Attorney David Dixon for review. Allsup said that before reaching out to other agencies for funding, the director should notify the Board.

**Technology Committee – Ken Allsup, chair:** Allsup said that for several months he has asked for a report of the figures on how Constant Contact is working. He said that he has not received those figures, and therefore, he asked for them again. Nicole said that she would send them to him.

**Building & Grounds – Chris Harbour, chair:** Harbour said that the Building and Grounds Committee met. They discussed new security cameras with recording capabilities. They also talked about upgrading the library's indoor cameras to color and recording capabilities. Harbour said that the committee also discussed the Winger bill for work completed on AHU #1 and #4.

**Unfinished Business:**

**Toilet Repair:** Motion was made by Harbour, seconded by Bishop, to have Winger come in and repair the toilet based on the itemized bill submitted by Winger. Motion passed.

**New Business:**

**Approval of 2017 Library Holiday Closings:** Nicole presented to the Board for their approval the Library Holiday Closings for 2017. These closings are in keeping with the City's holiday closings.

New Year's Day Monday, January 2, 2017	Day Before Veteran's Day Friday, November 10, 2017
MLK Day Monday, January 16, 2017	Thanksgiving Thursday, November 23, 2017
President's Day Monday, February 20, 2017	Day after Thanksgiving Friday, November 24
Memorial Day Monday, May 29, 2017	Christmas Eve Monday, December 25, 2017
Independence Day Tuesday, July 4, 2017	
Labor Day Monday, September 4, 2017	

Motion was made by Bishop, seconded by Rothfus, to approve Library Holiday Closings for 2017. One closing date that was added was December 26 to compensate for Christmas Eve being on Sunday. The motion was amended to include this date. Motion passed.

**Approval of work completed by Winger:** Motion was made by Harbour, seconded by Posovich, to approve payment of the Winger bill for work done on AHU #1 and #4. Motion passed.

**Approval of Claims:** Motion was made by Allsup, seconded by Bishop, to approve payment of claims. Rothfus said that there were claims for mileage and Best Western, and to repeat what Collins had said earlier, bring those items to the Board in advance.

**President's Remarks:** None

**Strategic Planning:** The Board then began a discussion of the goals and objectives for the Library's Strategic Plan. Becky Heil from the State Library facilitated the discussion.

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

The next regular meeting will be on Monday, December 19, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
For the Board