

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – JUNE 25, 2012 -- 4:00 P.M.

The meeting was called to order by President Mike Sytsma. Roll call was taken by Board secretary Susan Hasso with Trustees Judy Bishop, Josh Buckingham, Paul Groenenboom, Jane Ireland, Bryan Johnson, Kathy Rothfus, and Candace Slobe present. Also present were Library Director Wanda Gardner, City Manager Michael Schrock, Jr. and Keith Miller, president of the Friends.

Minutes: Sytsma called for a motion to approve the May 21, 2012, minutes. Motion was made by Bishop, seconded by Slobe, to approve the minutes of the May 21, 2012, Board meeting. Motion passed. Sytsma called for a motion to approve the minutes of the June 4, 2012, special Board meeting. Motion was made by Ireland, seconded by Buckingham, to approve the minutes of the June 4, 2012, Board meeting. Motion passed.

Board Correspondence, Public Input, or Friends Report:

Keith Miller, president of the Friends, reported that the Friends are planning a book discussion and high tea based on the story of the real Downton Abbey. Valerie Van Kooten will lead the discussion. The program will be funded by the Lynn Van Weeldon Renner memorial. Miller stated that either he or Nancy Brown would be glad to serve on the search committee for the new director.

Director's Report:

Air conditioning Unit: Gardner told the Board that the claim for the air conditioning unit which appears to have been damaged by lightning has been filed with Butler Brown Insurance. Gardner said that she has photos of the damage and supporting documentation from Baker Group that it was likely a lightning strike that damaged the air conditioning unit on the roof.

Cunningham Letter: Gardner said that City Attorney David Dixon is reviewing the letter that the library sent to Cunninghams and their response.

Library Sidewalks: Gardner told the Board that Nate Willey and City Engineer Akhilesh Pal inspected the library sidewalks. There are six places that need handicap accessible ramps and the steps in the back entrance need to be repaired. Eldon Zook should be contacted to repair the sidewalks and to install the bricks across the driveway and into the Reading Garden. The process should be coordinated with Linda Fox to see that the plans are carried out.

Leonard James Bequest/Riefe Funds: Gardner said that the annual disbursement for the Leonard James bequest would be \$27,000-\$28,000 this year. Last year the library received around \$30,000. Gardner explained that the Leonard James funds have to be used for the purchase of library materials. Therefore, the \$20,000 in the General Fund allocated for library materials will be available for other costs as will the Riefe Funds.

Planning Grant from the State Library: The planning grant to pay George Lawson to survey the library for space allocation will not be available until July 1, 2012. The library will also know in July if we receive erate reimbursement to help with the cost of rewiring the genealogy room so that the adult computer lab could be moved into that space.

Carpeting: Gardner told the Board that the bid for carpeting the second floor of the library was around \$35,800. The Riefe fund has about \$67,000 left in it; however, the fund does not replenish itself.

Boiler Piping: If the Board agrees to have Baker Group go ahead and replace the original boiler piping, they could install an exterior sensor at that time.

Sliding Door Contract: Because of the age of the library's electronic doors and the cost of recent repairs, Gardner recommended that the Board consider a service contract with Automatic Doors of Iowa. The contract would be for one year at a cost of \$2000.

Cartooning Workshops: In July the library will offer three cartooning workshops presented by David Ayala. The workshops will be funded by the David Jackson memorial.

New Computers: As part of Capital Improvement, the library will replace 4 computers, which will include 3 staff computers and 1 public computer to manage the computer lab. One of the staff computers will go to Building Manager Mike Calzaretta so he will have the capability to see the graphics and adjust the temperature settings for the building's heating/cooling system. As a result of these new computers, the Street Department will be receiving one of the library's older computers.

Reading Garden: Gardner said that she would be checking with Ideal Ready Mix about the paving bricks. When asked who was on the Reading Garden committee, she said Suzette Striegel and Linda Fox, and a city grounds employee has been part of the committee.

Committee Reports:

Staff Committee - Jane Ireland, chair: Report under New Business.

Budget & Finance Committee – Judy Bishop, chair: No report.

Policy & Planning Committee – Candace Slobe, chair: No report.

Technology Committee – Kathy Rothfus, chair: No report.

Building & Grounds – Bryan Johnson, Chair: Johnson said that the Building and Grounds Committee met June 11th. They created a project list, discussed the elbow piping, and discussed Cunningham's response to Dixon's letter.

Unfinished Business: Bishop asked if any of the items from the Director's report needed to be acted upon. Gardner recommended action be taken on the sliding door contract. Bishop moved to enter into a one-year service contract with Automatic Doors of Iowa for \$2000. Johnson seconded the motion. When asked where the funds would come from, Gardner said the Library Maintenance Fund. Motion passed.

New Business:

Election of Officers: Sytsma opened nominations for Board president. Bishop nominated Mike Sytsma. Being no other nominations, nominations were closed. Sytsma opened nominations for Board vice-president. Ireland nominated Judy Bishop. Being no other nominations, nominations were closed. Slobe moved, seconded by Ireland, to accept the slate of officers for FY 2012-2013. Motion passed.

Approval of Staff Committee's Search Plan: The Staff Committee presented their search plan and timeline for hiring a new director. Motion was made by Bishop, seconded by Slobe, to accept the Staff Committee's search plan and timeline for hiring a new director. Motion passed.

Paul Groenenboom asked historically how long did library directors stay.

Appointment of Interim Library Director: The Staff Committee recommended that City Manager Michael Schrock, Jr. be appointed as Interim Library Director. Motion was made by Ireland, seconded by Johnson, to accept the Staff Committee's recommendation to appoint City Manager Michael Schrock, Jr. as the Interim Library Director. Motion passed.

Trustee Resignation: Trustee Bryan Johnson submitted his resignation from the Board. The Board members expressed their regret at Johnson's resignation, and told him what a fantastic job he has done as chair of the Building and Grounds Committee.

Financial Report/Approval of claims: Motion was made by Bishop, seconded by Johnson, to approve payment of the June claims. Motion passed.

President's Remarks: The Board members thanked Wanda for her service to the library and wished her well in the future.

Adjournment: Motion was made by Buckingham, seconded by Johnson, to adjourn. Motion passed.

The next regular meeting will be on Monday, July 23, 2012, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board