

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – AUGUST 27, 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 Michael Collins, Jane Ireland, Kathy Rothfus, and Candace Slobe present. Also present were Interim Library Director City Manager Michael Schrock, Jr. and Keith Miller, president of the Friends. A representative of CRI attended the meeting.

Minutes: Sytsma called for a motion to approve the minutes of the July 30, 2012, Board meeting, the August 6, 2012, special Board meeting, and the August 15, 2012, special Board meeting. Motion was made by Ireland, seconded by Slobe, to approve the minutes of the July 30, 2012, Board meeting, the August 6, 2012, special Board meeting, and the August 15, 2012, special Board meeting. Motion passed.

Board Correspondence, Public Input or Friends Report:

Keith Miller, president of the Friends, reported that the Friends had a booth at Sweet Corn Serenade. The Tea and Talk program will be held on October 16, 2012, with Humanities Iowa speaker Valerie Van Kooten. The Friends will host a reception for the new library director, William Ottens, on Thursday, September 13, from 5:00 p.m. to 6:30 p.m. in the library's Reading Room. Trustees Slobe and Ireland will work with the Friends on the reception.

Director's Report:

Staff Changes: Schrock told the Board that Devon Sutton, the library's shelver, has resigned his position, and his last day will be August 31, 2012. Sutton was working 34 hours a week as a shelver, and that position will be broken into two separate part time positions to help with coverage.

Baker Group: Baker Group has finished the piping on the boilers. However, in completing the work that had been approved, Baker Group found additional work that needed to be done. The cost for the additional work will be about \$1300.00 plus shipping. There was no way to know about additional needed repairs until the pipes were removed for the upgrade.

Planning Grant: Staff received a notification this month, stating that OPL will not be funded through Erate for the internal connection request. This funding was expected to pay for changes to the genealogy and computer rooms. The original quote from MCG back in January to complete the wiring work was \$3,384.22. This amount is only for the cabling and a new switch. This price does not include any electrical wiring.

Committee Reports:

Staff Committee – Jane Ireland, chair: Ireland reported that the new library director, William Ottens, will begin September 10th.

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: No report.

Unfinished Business: The Board looked at the proposed plan by DB Landscaping to complete the Reading Garden. The plan is divided into four projects. Schrock recommended that the Library Board use monies from the library's Riefe Fund to complete projects 1, 2, and 3. The Friends have \$5000.00 to contribute to the project. Project 4 of the plan would be paid for by the Friends and donations. The estimated time to complete the project is four weeks. Once the project is completed, the City's Parks Department would maintain it. Motion was made by Rothfus, seconded by Ireland, to use the library's Riefe Fund to complete projects 1, 2, and 3 as proposed by DB Landscaping not to exceed \$35,479.18. Motion passed.

New Business:

Maintenance Agreement for 2 Microfilm Reader/Printers and Printer with Naviant: No action was taken at this time.

Trustees appointed to Foundation Board: Trustees Mike Sytsma and Candace Slobe were appointed to serve on the Library Foundation Board.

Schrock said that he and the Building and Grounds Committee need to meet with City Attorney David Dixon to discuss the Board's response to Cunningham's

Financial Report/Approval of claims: Motion was made by Ireland, seconded by Collins, to approve payment of the August claims. Motion passed.

President's Remarks: Sytsma thanked Michael Schrock for all of his hard work and efforts serving as interim library director. He asked Board members to think about possible candidates to fill the two vacant Board positions and encourage them to apply.

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

The next regular meeting will be on Monday, September 24, 2012, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board