

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY – SEPTEMBER 24, 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, Michael Collins, Paul Groenenboom, Jane Ireland, Kathy Rothfus, and Candace Slobe present. Trustee Sally Posovich arrived later. Also present were Library Director William Ottens and Joan Benscoter from of the Friends. A representative of CRI attended the meeting.

**Minutes:** Sytsma called for a motion to approve the minutes of the August 27, 2012, Board meeting. Motion was made by Bishop, seconded by Ireland, to approve the minutes of the August 27, 2012, Board meeting. Motion passed.

**Board Correspondence, Public Input or Friends Report:**

Joan Benscoter, 2<sup>nd</sup> vice-president of the Friends, reported that the Friends currently have 86 engraved bricks and 30 more that will be taken to the engraver. The Friends are thinking about setting a possible deadline for the sale of engraved bricks for the Reading Garden. The Friends will have flyers and media coverage for their program entitled “Tea and Talk”, which will be held on October 16, 2012, at 6:00 p.m. The Friends will again this year fund the library’s online book club, Dear Reader.com.

**Director’s Report:**

Ottens told the Board that his first two weeks have gone really well.

**Staff Changes:** The candidates for the two page positions were interviewed. The 20-hour position was offered to Rachel Godby and the 16-hour position was offered to Renae DeBruin. Both have accepted and will begin training on Monday, September 24<sup>th</sup>.

**Social Media/Website Team:** Ottens said that he had presented the idea of forming a Social Media and Website committee/team to the staff. Through developing a Social Media action plan, the team can move forward in increasing the awareness of the library and its services in the City of Oskaloosa and Mahaska County. He asked the Board to look at the Facebook Page Insights, which shows a sizable increase in the number of people reached and the number that are interacting with us since Ottens began as director on September 10<sup>th</sup>. Ottens said that posting regularly and interacting with people on the library’s Facebook page is important. Approximately 6000 people are seeing our content and 250 are interacting with us.

**Postage Meter:** Ottens told the Board that currently the staff is purchasing stamps and other postage by going directly to the post office, thus leaving the building. Previously the library had used a postage meter. He is working with Cindy, who does the majority of the mail handling with interlibrary loan services, to see which method is more cost effective and to see if there is a product available that will meet our needs more efficiently. Ottens will report their findings to the board and request action at next month’s board meeting.

**Staff Name Tags:** Ottens said that he is looking into options for staff badges/name tags, primarily for new staff. Most staff members already have a pin or magnet tag that either has their name or a title that describes their work.

**Boiler Inspection & Baker Group Work:** Ottens told the Board that the boiler inspector had completed his inspection, and the boilers passed with no deficiencies or shortcomings. The boiler piping has been completed. As soon as the shine wears off, Mike Calzaretta will paint the CVPC exhaust stacks on the exterior of the building. The exhaust venting parts have arrived, and Baker Group is scheduling a day to complete the work.

**Planning Grant:** Ottens said that he would like to shelve the planning grant project until he has a fuller understanding of the building and collection and their uses.

**Cunningham letter and response:** Ottens spoke with City Attorney David Dixon, and Dixon has

yet to receive any further response.

**Library Sidewalks:** The library sidewalks will be coordinated with the completion of the reading garden. There is no start date for work on the Reading Garden this fall.

**Committee Reports:**

**Staff Committee – Jane Ireland, chair:** No report

**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:** Rothfus reported that the Building and Grounds Committee met with City Manager Michael J. Schrock and City Attorney David Dixon. They are waiting for a response from Cunninghams. The Library Board approved the funds for the Reading Garden at the August Board meeting. They are waiting for the work to begin.

**Unfinished Business:**

**Naviant Maintenance Agreement:** Ottens asked the Board to approve the maintenance contract for the two microfilm reader/printers and printer with Naviant for a cost of \$1410.00. Motion was made by Rothfus, seconded by Bishop, to approve the maintenance contract for the two microfilm reader/printers and printer with Naviant for a cost of \$1410.00. Motion passed.

**New Business:**

**Third Floor Ceiling Damage:** Ottens asked the Board to approve the repair of the hole in the ceiling outside meeting room C on the third floor. There are two options for repair. The first option is to enlarge the area and install a fire rated access panel at a material cost of approximately \$100.00. The second option is to clean out the loose damage, replace with fire rated drywall, plaster, and paint at a material cost of \$30. Motion was made by Ireland, seconded by Bishop, to approve the repair of the hole in the ceiling outside meeting room C on the third floor with the option that Mike Calzaretta thinks would be best with a cost not to exceed \$100.00.

**Social Media Policy and Photo Release Form request:** Ottens suggested that the Policy Committee look into developing a Social Media Policy for the library's Facebook and Twitter accounts, as well as any future Social Media endeavors the library takes on. Along with the policy, Ottens asked for a photo release form to be developed that patrons would sign if they consent to the library using their photos for promotional materials, the website, and the library's social media outlets. Policy Committee chair, Candace Slobe, said that she would gather some information and set up a meeting with Ottens.

**Thanksgiving Holiday:** Ottens asked the Board what their thoughts were about closing the library the Saturday after Thanksgiving. Realizing that the item was not on the agenda, the Board cannot take official action, but Ottens said that for scheduling purposes, he would like to know what the Board thought. After discussion, the Board said that they were leaning toward the library being open on the Saturday after Thanksgiving. However, they would take official action at the October Board meeting.

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

**President's Remarks:** Board president Mike Sytsma commended Ottens for his idea of meeting with Board members one-on-one. Sytsma welcomed newly appointed Board member Sally Posovich to the Board. However, the Board still has a vacancy to fill. Sytsma attended the Teens Annual Cemetery Walk, and he was impressed by what a great job the teens did. He commended Ottens for attending the Cemetery Walk, showing support for the library and for Linda Fox, Youth Librarian, who is responsible for the project.

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

The next regular meeting will be on Monday, October 22, 2012, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board