

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY – OCTOBER 22, 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, Paul Groenenboom, Jane Ireland, Sally Posovich, Kathy Rothfus, and Candace Slobe present. Trustee Judy Bishop arrived later. Also present were Library Director William Ottens and Keith Miller, president of the Friends.

**Minutes:** Sytsma called for a motion to approve the minutes of the September 24, 2012, Board meeting. Motion was made by Ireland, seconded by Groenenboom, to approve the minutes of the September 24, 2012, Board meeting. Motion passed.

**Board Correspondence, Public Input or Friends Report:** Keith Miller, president of the Friends, reported that the Friend's program, Tea & Talk, about Lady Almina and the real Downtown Abbey was very successful. Thirty-six people attended. The Friends are considering a vintage style show for the spring. Stephen Brayton, local author and martial arts instructor, will be presenting a book talk and Taekwondo demonstration at the library on November 8 at 6:30 p.m. The Friends will provide refreshments. Engraved bricks for the reading garden will be on sale until October 26. Bricks that are bought after that date will be engraved at a later date.

**Director's Report:** Library Director William Ottens highlighted some of the items on his director's report that was in the Board packet.

**Linda Fox's Retirement:** The Board discussed plans for a public reception for Linda Fox in recognition of her years of service to the library. They set a tentative date for the reception, which will be announced at a future date.

**Third Floor Ceiling:** Ottens pointed out that the hole in the third floor ceiling has been repaired.

**Reading Garden:** DB Landscaping has been working on the Reading Garden. The storm water drainage has been done, and now they are laying brick and stonework for the amphitheater. Some of the engraved bricks have been installed. City Manager Michael Schrock intends to call a Reading Garden committee meeting when he returns from vacation.

**Kiwanis Key Club:** Local Kiwanis groups have asked Ottens about being a sponsor for a Key Club for teenagers. The goal of the group is to develop future leaders through community service and involvement. Ottens has offered the meeting spaces available at the library for their use, and will be volunteering his time once a month to be present at the meetings.

**Cunningham letter and response:** Ottens told the Board that the compromise that was reached stated that Cunningham agreed to do some of the requested work at no charge without Baker being present. Baker could come in after the work was completed and inspect the work.

**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:** No report.

**Unfinished Business:**

**Postage meter:** Ottens asked the Board to approve the leasing of a Pitney Bowes postage meter. Ottens said that the rental fee per month is \$14.95, and the library uses about \$200 a month in postage. Motion was made by Ireland, seconded by Posovich, to approve the leasing of a Pitney Bowes postage meter. Motion passed.

**Social Media Policy:** Candace Slobe, chair of the Policy and Planning Committee, asked if the Board had any questions about the Social Media Policy that had been distributed to the trustees

prior to the meeting. Slobe said that the committee is recommending that the Board approve the Social Media Policy. Motion was made by Slobe, seconded by Bishop, to approve the Social Media Policy. Motion passed.

**Holiday Closings:** Ottens asked the Board to approve holiday closings for Thanksgiving and Christmas. At Thanksgiving, the library will be closed Thursday, November 22, and Friday, November 23. The library will be open regular hours Saturday, November 24. At Christmas, the library will be closed Christmas Eve and Christmas Day. For New Years, the library will close at 5:00 p.m. on New Year's Eve and be closed New Year's Day. Motion was made by Ireland, seconded by Collins, to approve holiday closings as presented. Motion passed.

**New Business:**

**Vacation:** When Ottens was hired, the Board approved vacation time for his trip in January at Michael Schrock's request. Since the trip is more than a week, Ottens asked that the Board approve an additional 32 hours for the vacation. Ottens will be happy to rearrange his schedule before and after the trip to make up the additional hours. Motion was made by Ireland, seconded by Posovich, to approve 32 additional hours of vacation to be made up at Otten's discretion. Motion passed.

**Children's Librarian Position:** With Linda's retirement in November, Ottens said that he would like to work with the staff committee in determining a time frame for the candidate search, developing a position announcement, interviewing, and hiring a candidate for the open position. Motion was made by Bishop, seconded by Ireland, to place an ad for the position which would include the words "MLS preferred". Motion passed. Motion was made by Bishop, seconded by Posovich, to approve Ottens and the Staff Committee working together on the hiring process. Motion passed.

**Logo Revision:** Ottens presented a revised library logo, which included the same likeness of the window, but using bolder lines and the text "Oskaloosa Public Library". Ottens would like to use the redesigned logo to develop the library's brand. Motion was made by Slobe, seconded by Ireland, to approve the logo revision as presented. Motion passed.

**CIS Temporary Card Fees, Teen Cards, and Borrowing & Circulation Policy: Non-returned Library Materials:** Motion was made by Slobe, seconded by Posovich, to send items d. CIS Temporary Card Fees, e. Teen Card, and f. Borrowing & Circulation Policy: Non-returned Library Materials on the agenda to the Policy and Planning Committee. Motion passed.

**Approval of Claims:** On the claims report, the Board questioned the Simplex Grinnell bill for \$436.20 for replacing the fire alarm battery. Motion was made by Groenenboom, seconded by Bishop, to approve payment of the October claims, with the exception of the Simplex Grinnell bill. Motion passed.

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

The next regular meeting will be on Monday, November 19, 2012, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board