

MINUTES

OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES

MONDAY – NOVEMBER 19, 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. 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 October 22, 2012, Board meeting. Motion was made by Bishop, seconded by Slobe, to approve the minutes of the October 22, 2012, Board meeting. Motion passed.

Board Correspondence, Public Input or Friends Report: Keith Miller, president of the Friends, reported that the Friends are looking into buying a banner to use for promotion. The Friends have renewed the Dear Reader.com subscription for the library. Miller said that Stephen Brayton's martial arts demonstration and book talk was well received. The Friends furnished the cake for Linda Fox's retirement party.

Sytsma said that he had received a phone call from a patron who had wanted to renew her items for an additional extended time, and the patron felt that staff, especially those with longevity at the library, should be able to override the system and make those decisions. Ottens said that he also had spoken with the patron and explained that those types of decisions were administrative decisions, which is why staff refers patrons to the director. After a brief discussion, the Board assured Ottens that their role was not to micromanage the library, and the Board would support the director in his decision.

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

Cunningham Inspection and Work: On Wednesday, November 14, Tom from Cunningham, Inc. was in to look at the project of reversing the 2 boiler pumps. After their inspection, Tom explained that he will need to check that they have the required parts and then call sometime next week to set up a time that they can come and complete the work.

Youth Librarian Search and Interim Programming: Ottens told the Board that he has received ten applications for the position of youth librarian from several different states. He has looked through the applications, and he will meet with the Staff Committee of the Board to go over the applications. Ottens said that he will be doing children's programming along with volunteer Peggy Grafke.

Computer Classes: Ottens said that both Computer Basic classes had filled up already and there is a waiting list. He is planning on adding additional classes in the afternoon.

Training and Continuing Education for Board Members: Ottens talked about the importance of training and continuing education opportunities for library board members, especially considering the role it plays in the state accreditation of our library. Ottens asked the Board members what types of training they had had when they were appointed to the library board.

Committee Reports:

Staff Committee – Jane Ireland, chair: The Staff Committee is working with Ottens on the process for hiring a new Youth Librarian.

Budget & Finance Committee – Judy Bishop, chair: The Budget and Finance Committee will be meeting before December 20, which is the day that the budget is due to the City.

Policy & Planning Committee – Candace Slobe, chair: The Planning and Policy Committee is meeting December 5th.

Technology Committee – Kathy Rothfus, chair: No report.

Building & Grounds: No report.

Unfinished Business: Ottens told the Board that there was progress on the Reading Garden. The hardscape and cement work was nearing completion. There will be an open house next spring.

New Business:

E-rate Funding and Internet Filtering: Last summer, City Manager Michael Schrock, Jr. began talks with MCG to combine the library's Internet services with the City's so that the library staff computers could be on the same network, and Internet services for both staff and public would be through MCG. This is mainly for security purposes, to keep the staff and public connections separate. If the library is billed separately for the Internet (which would be \$175 a month), we could receive E-rate funding to cover 70% of this cost; however, one requirement will be to conform to the Children's Internet Protection Act by filtering the Internet connection. We would have to put the filters in place at the library's expense, and all computers –both staff and public– would have to have filters. We do not currently have filters. After discussion, motion was made by Ireland, seconded by Bishop, to combine the library's Internet services with the City at a cost of \$175 a month which will be covered by the City, and not add filtering to the library's Internet connection. Motion passed.

Strategic Planning: Ottens told the Board that he would like to create a Strategic Planning Committee to look into the process of developing a 3 to 5 year long range plan. Through the strategic planning process, we can examine the library's current mission and develop goals and objectives for the next 3 to 5 years. The State Library and the Southeast Library Services Area do provide facilitation for the process free of charge. Motion was made by Rothfus, seconded by Collins, for the director to begin the strategic planning process with Board support. Motion passed.

The January Board meeting will be January 14, 2013.

Approval of Claims: Motion was made by Rothfus, seconded by Collins, to approve payment of the November claims. Motion passed.

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

The next regular meeting will be on Monday, December 17, 2012, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board