

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – DECEMBER 17, 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. Also present was Library Director William Ottens.

Minutes: Sytsma called for a motion to approve the minutes of the November 19, 2012, Board meeting. Motion was made by Rothfus, seconded by Collins, to approve the minutes of the November 19, 2012, Board meeting. Motion passed.

Board Correspondence, Public Input or Friends Report: Sytsma read a thank you note from Linda Fox for her retirement reception.

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

Youth Librarian Selection: Ottens told the Board that he has extended a conditional employment offer to Elizabeth Anderson for the Youth Librarian position with a start date of January 7, 2013. She has recently earned her MLIS degree from the University of Pittsburgh with a concentration in children's and youth services. She will be a great fit for the position.

Computer Classes: The computer classes that were offered the first and second weeks of December were successful and well attended. Ottens said that in preparation for the City Council's work session on Capital Improvement projects in upcoming years, he is considering a revision of the lower level computer lab by redesigning it as a learning lab and upgrading the computers. At this time there are four new computers and four older computers. Ottens said that he will be working on a more detailed proposal with a line item budget, looking into funding sources, and working with the necessary Board committees in developing this plan.

Cunningham Work: On November 29th, workers from Cunningham, Inc. reinstalled the boiler circulation pumps as per the manufacturer's instructions. When Baker Group does additional work in the building, they can inspect the work, as was discussed.

Baker Group Annual Inspection: Baker Group performed their annual inspections and preventative maintenance. All checked out well. An outside air temperature sensor was installed, and we have been running off of the "smart boiler" since. We have gone from 2 boilers running at approximately 180° each, to one boiler maintaining approximately 120°. This will greatly increase our energy savings. There was no charge for the part or labor to install.

Reading Garden: DB Landscaping has finished all stone and brickwork, has set the bench donated by Clow, and will soon set the Nicholas Moore memorial butterfly bench. B & B Bedding was happy to donate 20 cubic yards of dyed mulch, which has been laid as well.

Staff Entry Concerns: The condition of the deteriorating concrete and cracking brickwork near the staff entrance to the building is a concern. The deterioration is leading to a water leak, which is also damaging the drywall on the inside of the door. Two masons have been scheduled for an inspection of the concrete and brickwork and an estimate for how much it will cost to repair. Ottens said that he has brought it to the attention of the City Manager, and once he receives the estimates, he will work with the Budget and Finance and Buildings and Grounds committees on determining an action plan, timeframe, and funding source for the repair.

Committee Reports:

Staff Committee – Jane Ireland, chair: Ireland said that she has been getting very positive comments from the staff that things are going very well at the library with the new director.

Budget & Finance Committee – Judy Bishop, chair: Sytsma reported that Ottens had met with the Budget Committee to discuss the library's FY13 Amended Budget and FY 14 Budget. He

explained the need to move monies between line items. He also said that if the materials budget in the general fund was reduced in the FY13 Amended Budget, it would be reduced for this year only. Sytsma also explained that the salary savings from not having a director for several months provided a cost savings that could be moved into the Capital Improvement projects for the staff entry sidewalk or the revision of the lower level computer lab.

Policy & Planning Committee – Candace Slobe, chair: Slobe reported that the Planning and Policy Committee had met and will have an item under new business.

Technology Committee – Kathy Rothfus, chair: No report.

Building & Grounds: Rothfus reported that the Building and Grounds Committee had met and the staff entryway was a priority because it is a safety issue.

Unfinished Business: Ottens told the Board that included in the board packets was a developed description of the Strategic Planning Committee and a six-month timeline for the Strategic Planning Process. The Strategic Planning Committee, consisting of the library director, 3 Board members, 3 full time staff, the city manager, a city council member, and other invested partners will develop a Strategic Plan over the next 6 months, which will then be brought to the Library Board for final approval. Ottens asked that the Board approve 3 volunteer members of the Board to participate in the Strategic Planning Process with other members of the Strategic Planning Committee, with an initial meeting to be January 14, 2013. Motion was made by Ireland, seconded by Posovich, to approve 3 volunteer members of the Board – Kathy Rothfus, Michael Collins, and Candace Slobe - to participate in the Strategic Planning Process with other members of the Strategic Planning Committee, with an initial meeting to be January 14, 2013. Motion passed.

New Business:

Borrowing and Circulation Policy Revision: Ottens told the Board that he had met with the Policy Committee to develop changes to the Borrowing and Circulation Policy. Ottens then went through those changes with the Board. Slobe said that the Policy Committee recommends that the Board approve the changes. Motion was made by Slobe, seconded by Collins, to approve the revisions to the Borrowing and Circulation Policy as written. Motion passed.

Additional Baker Group Work: Ottens referred to the minutes of the August 27, 2012, Board meeting, when the Board was informed about additional work that needed to be done. There was no way to know about the additional repairs until the pipes were removed for the upgrade. Ottens asked the Board to approve the scheduling of the work to be done, with the understanding that the funds would come from the Library Maintenance Fund. Motion was made by Collins, seconded by Groenenboom, to approve the scheduling of the work to be done, with the understanding that the funds would come from the Library's Maintenance Fund. Motion passed.

Holidays and Closings for 2013: Ottens presented to the Board the list of holidays for 2013 that the City recognizes as paid time off for employees. He asked that the Board approve the City's closing schedule. A question was asked about closing time on New Year's Eve. The library typically closes at 5:00 p.m. on New Year's Eve. Motion was made by Ireland, seconded by Posovich, to approve the City holiday closing schedule and close at 5:00 p.m. on December 31. Motion passed.

Approval of Claims: At the August Board meeting, the Board approved spending up to \$35,479.18 from the Riefe Memorial fund for work to be done by DB Landscaping on the Reading Garden. With the previous two invoices totaling \$23,138.25 and the current invoice totaling \$12,983.00 from DB Landscaping, the cost of the Reading Garden is \$642.07 over the amount set by the Board in August. The Board decided to pay \$12,340.90 of the current invoice totaling \$12,983.00 to DB Landscaping out of the Riefe Memorial fund and approach the Friends of the Library about paying the remaining part of the bill, totaling \$642.07. Sytsma then called for a motion to approve payment of the December claims. Motion was made by Ireland, seconded by Slobe, to approve payment of the December claims. Motion passed.

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

The next regular meeting will be on Monday, January 14, 2013, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board