

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY – JANUARY 14, 2013 -- 4:00 P.M.**

The meeting was called to order by Trustee Michael Collins. Roll call was taken by Board secretary Susan Hasso with Trustees Paul Groenenboom, newly appointed Board member Chris Harbour, Sally Posovich, Kathy Rothfus, and Candace Slobe present. Trustee Judy Bishop arrived later. Also present were Library Director William Ottens and Youth Librarian Liz Anderson.

Collins asked everyone present to introduce themselves.

**Minutes:** Collins called for a motion to approve the minutes of the December 17, 2012, Board meeting. Motion was made by Groenenboom, seconded by Posovich, to approve the minutes of the December 17, 2012, Board meeting. Motion passed.

**Board Correspondence, Public Input or Friends Report:** None

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

**New Youth Librarian:** Ottens told the Board that Youth Librarian Liz Anderson started January 7<sup>th</sup>, and she is doing a great job.

**Page Position Opening:** William told the Board that Rachel Godby had resigned in December. He offered her 20-hour position to the library's other page, Renae DeBruin, and the library is currently advertising for the open 16-hour position. William has asked library staff, Paulette Groet and Susan Hasso, to interview and hire for this position in his absence.

**Library Assistant Position Opening:** William said that library assistant Martha Comfort had submitted her resignation letter, effective the end of February. William will advertise and hire for that position closer to that time.

**Baker Group:** Baker Group completed work on the exhaust piping repair. The Baker technician also inspected the last work done by Cunningham, Inc. and said that it was okay. The issue has been resolved.

**Front Entrance Column:** William told the Board that the crack in the column near the main entrance to the library appeared to be widening. Waste water department filled the gap with resin and banded it together. Shankster looked at the column and said that the outer layer of wood has the crack, not the metal pole inside. He thought more caulking should solve the problem.

**State Accreditation Application:** William told the Board that he has begun working on the application for State Accreditation and gathering supporting documents, as the library's current status is due to expire on June 30, 2013. The State request the following policies have a review date no older than February 2010: Circulation Policy, Collection Development Policy, Personnel Policy, and Internet Use Policy. William said that the last two are out dated, and he has met with the Policy Committee to begin the review process.

**William's Vacation:** William said that he will be out of the office on vacation between January 22<sup>nd</sup> and February 3<sup>rd</sup>. During this time, Liz Anderson will work with Paulette and Susan in the general oversight of the library's daily operations.

**Committee Reports:**

**Staff Committee – Jane Ireland, chair:** None.

**Budget & Finance Committee – Judy Bishop, chair:** The committee will have an item for approval under New Business.

**Policy & Planning Committee – Candace Slobe, chair:** The committee met and will have an item for approval under New Business.

**Technology Committee – Kathy Rothfus, chair:** None.

**Building & Grounds:** None.

**Unfinished Business:** The Board asked if there were to be entrance arbors for the Reading Garden. William said that DB Landscaping is donating the entryway arbors in the spring.

**New Business:**

**Defibrillator Battery Replacement:** William had a quote from Innovative Rescue Solutions for a replacement battery for the defibrillator, pads, and mask resuscitator. The total cost will be \$598.34 for the replacements. William asked the Board to approve the purchase of the replacements. Motion was made by Bishop, seconded by Rothfus, to approve the purchase of a replacement battery for the defibrillator, pads, and mask resuscitator at a cost of \$598.34. Motion passed.

**Internet Policy Review:** The Policy Committee presented the revised Internet Policy to the Board. Motion was made by Bishop, seconded by Posovich, to approve the revised Internet Policy, with the correction of the typographical error in the third heading on page 1. Motion passed.

**Personnel Policy Review:** William explained that the Personnel Policy for the library is the one that the City uses. If the Board will review and affirm the City's Personnel Policy, the State Library will accept that for the library's accreditation requirement. William told the Board that he will leave a copy of the City's Personnel Policy at the Reference Desk for library trustee's to review and sign. The Board will then re-affirm the policy at the February Board meeting.

**Amended Budget FY 13 and Proposed Budget FY14:** William told the Board that he had met with the Budget and Finance Committee on the Amended Budget FY 13 and the Proposed Budget FY 14. William then met with City Manager Michael Schrock, Jr. and City Clerk Amy Miller, who made some minor changes. Motion was made by Groenenboom, seconded by Bishop, to approve the library's Amended Budget FY13 and Proposed Budget FY 14. Motion passed.

**Approval of Claims:** Motion was made by Groenenboom, seconded by Posovich, to approve payment of the January claims. Motion passed.

**President's Remarks:** Newly-appointed Board member, Chris Harbour, was sworn in.

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

The next regular meeting will be on Monday, February 25, 2013, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board