

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – FEBRUARY 25, 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 Judy Bishop, Chris Harbour, Jane Ireland, Sally Posovich, and Candace Slobe present. Also present was Library Director William Ottens. Trustee Mike Sytsma arrived later.

Minutes: Collins called for a motion to approve the minutes of the January 14, 2013, Board meeting. Motion was made by Harbour, seconded by Slobe, to approve the minutes of the January 14, 2013, Board meeting. Motion passed.

Board Correspondence, Public Input or Friends Report: None

Director's Report: Library Director William Ottens asked if there were any questions concerning his director's report that was in the Board packet. Ireland asked about the elementary school and pre-schools. William said that he and Youth Librarian Liz Anderson have met with some of the teachers, and they are planning on meeting with the three elementary school principals. William said that he plans to have Liz visit the elementary school, but not as often as before. Liz will also be working on managing the collection, planning programs, and other responsibilities. Ireland suggested organizing a group of volunteers that would go with Liz to the school and read to the children.

William told the Board that the toilet in the third floor women's bathroom was being fixed.

Committee Reports:

Staff Committee – Jane Ireland, chair: None.

Budget & Finance Committee – Judy Bishop, chair: None

Policy & Planning Committee – Candace Slobe, chair: A quorum of the Board has reviewed the Personnel Policy.

Technology Committee – Kathy Rothfus, chair: None.

Building & Grounds: None.

Unfinished Business: William asked the Board to review and affirm the City of Oskaloosa's Employee Handbook, which serves as the library's Personnel Policy. For State Accreditation, the policy must have a review and affirmation date no older than February 2010. A quorum of the Board has reviewed the Personnel Policy. Motion was made by Posovich, seconded by Bishop, to affirm the library's Personnel Policy. Motion passed

New Business:

Board By-laws Review: William asked the Board to review the Library Board of Trustees By-Laws. For State Accreditation, the by-laws must have a review and affirmation date no older than February 2010. Motion was made by Slobe, seconded by Harbour, to review and affirm the Library Board of Trustees By-laws. Motion passed.

Lib-Lime Annual Fee for Koha: William told the Board that he had received the invoice for the Lib-Lime annual fee, which is \$2500. This is the cost for the hosting of the library's Integrated Library System (the database for all the materials in our catalog), the online public access catalog and tech support. The cost would come from the General Fund under Other Professional Services. Motion was made by Posovich, seconded by Ireland, to approve payment of the Lib-Lime invoice of \$2500 to be taken from the General Fund under Other Professional Services. Motion passed.

Approval of Claims: Motion was made by Ireland, seconded by Bishop, to approve payment of the February claims. Motion passed.

President's Remarks: Sytsma said that since there is now a full Board, he will re-do committee assignments for next month. Since Sytsma was not present for the initial discussion of the elementary school and pre-schools, he asked a couple of questions. There was additional discussion by Board members as well as a summary of the earlier discussion.

Adjournment: Motion was made by Harbour, seconded by Bishop, to adjourn. Motion passed.

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

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board