

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – MARCH 25, 2013 -- 4:00 P.M.

The meeting was called to order by Trustee Mike Sytsma. Roll call was taken by Board secretary Susan Hasso with Trustees Judy Bishop, Michael Collins, Paul Groenenboom, Chris Harbour, 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 February 25, 2013, Board meeting. Motion was made by Bishop, seconded by Slobe, to approve the minutes of the February 25, 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. He highlighted some of the items in his report.

Visit with OES Principals: On Monday, March 18, William and Liz met with the principals at the elementary school and addressed the concerns about lost items and Liz's visits. The principals explained that, other than a few teachers concerned about the billing of lost items, they haven't heard complaints from teachers. William said that their goal was to make sure that the principals were aware that they are continuing to work with the teachers on a proper balance between Liz's visits to the school and her responsibilities at the library. The library will have a continuing presence in the school. William has participated in Dining at the Ritz, and he was a guest reader at the read-a-thon.

Reading Garden Committee Update: The Reading Garden Committee met March 15 with the primary goal of organizing a ribbon cutting or grand opening for the garden. The group discussed a number of possible issues with the garden, including the bricks, lighting, accessibility, the proposed entry arbor, and the possibility of building a fence. William will get a sketch of the proposed arbor from Dan Brice of db Landscaping, and bring it back to the committee. Since the fence was in the original plans, the committee will also look at putting up a fence. The committee decided to put off choosing a date for a grand opening until these issues are addressed.

Summer Reading: William said that plans for Summer Reading are moving ahead. Liz has scheduled several program presenters. The Summer Reading program will run from June 3 through August 16. The children's theme is Dig into Reading, the teen's theme is Read It and Tweet It, and the adult's theme is Take Back the Summer.

Committee Reports:

Staff Committee – Jane Ireland, chair: None.

Budget & Finance Committee – Judy Bishop, chair: None

Policy & Planning Committee – Candace Slobe, chair: Bishop presented to the Board some wording changes to the library's by-laws. Making changes to the by-laws requires two meetings. Bishop said that she will formally present the wording changes at the April Board meeting, and then the Board will vote on the changes at the May meeting.

Technology Committee – Kathy Rothfus, chair: Rothfus said that the committee had met to discuss changes to the children's computer lab. William referred to the hand-outs in the Board packets that presented a proposed budget and materials for the project and possible lay-out for the room. He would like to re-design the children's computer lab into a Technology Instruction Lab. While children would still be able to use the lab, it would also be used for classes. William also suggested getting several Kindles and iPads for staff instruction, so that staff will be better able to help patrons.

Building & Grounds: None.

At this time, Board president Mike Sytsma handed out new committee assignments. He also told William that the Mahaska County Community Foundation has grants available for which the library could apply. However, this year's grant deadline is March 25th.

Unfinished Business: None.

New Business:

Technology Instruction Lab: The plans and projected budget for the redesign of the current children's lab as a Technology Instruction Lab would involve replacing four of the currently outdated computers with professional grade machines, purchasing an additional computer for instructor use, a projector and smart board, and appropriate furniture. William asked that the Board approve the projected budget to be spent before the end of the fiscal year so the lab can be completed before summer. Motion was made by Rothfus, seconded by Posovich, to approve the projected budget for redesigning the children's computer lab into a technology instruction lab to be spent before the end of the fiscal year so the lab can be completed before summer. Motion passed.

Credit Bureau Services of Iowa Contract: William referred to the proposal for collection agency services with the Credit Bureau Services of Iowa included in the Board packet. He asked that the Board approve the signing of this contract to begin services with the Credit Bureau Services of Iowa. Motion was made by Bishop, seconded by Rothfus, to approve the signing of the contract. After discussion and several additional questions, the motion was denied. The contract will go back to the Policy and Planning Committee for review.

Black and White Printing and Copy Fee: The City Council has approved a fee schedule in which the City Manager has requested the library increase the black and white printing and copy fee to 25 cents per page in order to be consistent with what City Hall charges. Motion was made by Bishop, seconded by Collins, to approve raising the rate for copies to 25 cents per page. After discussion, the motion was denied. The cost of printing and copy for the library will remain at 20 cents a page.

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

President's Remarks: Sytsma asked if there were any questions about committee assignments. He encouraged committees with new members to meet in order to bring everyone up to date.

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

The next regular meeting will be on Monday, April 22, 2013, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board