

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – MAY 20, 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, and Sally Posovich present. Also present was Library Director William Ottens.

Minutes: Sytsma called for a motion to approve the minutes of the April 22, 2013, Board meeting. Motion was made by Bishop, seconded by Groenenboom, to approve the minutes of the April 22, 2013, Board meeting. Motion passed. Sytsma then called for a motion to approve the minutes of the May 3, 2013 Special Board meeting. Motion was made by Bishop, seconded by Groenenboom, to approve the minutes of the May 3, 2013, Special Board meeting. Motion passed.

Board Correspondence, Public Input or Friends Report: None

Director's Report: Library Director William Ottens highlighted some of the items in his report to the Board.

Strategic Planning Update: William reported that with the exception of one focus group that is meeting this week, the Strategic Planning Committee has completed the data and information gathering stage. The SWOT Team has visited several of the surrounding libraries. Surveys were collected, and three of the four Focus Groups have met. The data will be given to the Writing Team, who will develop goals and objectives for the next three to five years. The written plan will be brought to the Board for approval. William hopes to implement the plan on July 1, 2013.

Technology Lab Update: William told the Board that the computers, eReaders, tables, and instructor's station for the Technology Learning Lab have arrived, but we're still waiting on the projector and smart board. Mike C. has removed the tables attached to the walls and painted. William gave the Board an itemized list of expenditures for the Technology Learning Lab.

Part Time Wage Increase: William said that at the February 27, 2012, Board meeting, the Board approved a 1.5% wage increase for the part time staff for FY 2013 and a 2% increase for FY 2014. The FY 2014 raise will take effect July 1, 2013.

Summer Reading: The Summer Reading Program is set to begin June 3 with a Kick-off Party in the Reading Garden at 6:30 p.m. This year the library is offering programs for adults in addition to children and teens.

Reading Garden Update: William told the Board that he has received two more bids for a fence for the Reading Garden. He will be taking the bids to the Reading Garden Committee for their consideration and input. Db Landscaping has proposed an aluminum echelon fence at a cost of \$4782, Gullet Fence Co. has proposed a wrought iron fence at a cost of \$8330, and Bilt-Rite Fence has proposed a wrought-iron fence at a cost of \$8175. Some of the bushes and trees have died. The Reading Garden Committee will decide about replacement. Db Landscaping will re-lay the bricks.

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 is formally presenting the wording changes at the May Board meeting, and then the Board will vote on the changes at the June Board meeting.

William talked about changes to the Borrowing and Circulation Policy and to the Teacher Card Policy. Patrons and teachers will be notified at seven days and fourteen days, and at thirty days, they will receive a letter from the director. At sixty days, if the amount of non-returned materials is over \$75.00, patrons' accounts will be turned over to the Credit Bureau of Iowa. For teacher cards, the card will be barred, but the account will never be turned over to the Credit Bureau.

Technology Committee – Kathy Rothfus, chair: None

Building & Grounds: The committee met. The contactors on the air handling units have reached their life expectancy. On May 3rd, at a special Board meeting, the Board approved replacing the contactors not to exceed \$2500. AHU #4 had a wire that came loose and burned a hole in the pipe, which caused the loss of refrigerant. The committee has looked at the carpet in the building, and they have decided to have the carpet cleaned rather than replaced at this time. The pillars in the front of the building received a temporary fix from the Waste Water Department. There is no structural problem with the pillars. Shankster will look at the pillars to determine whether they need further repair, or if they need to be scraped and painted. Lastly, the committee looked at the staff entrance and determined that repairs in that area were not an immediate need.

Unfinished Business:

Credit Bureau of Iowa Contract: With the suggested changes to the Borrowing and Circulation Policy, which would solve issues brought up at the previous board meeting, William sought a motion for the Board to approve the signing of the contract to begin services with the Credit Bureau Services of Iowa. Motion was made by Collins, seconded by Harbour, to approve the signing of the contract to begin services with the Credit Bureau Services of Iowa. Motion passed.

New Business:

“Non-returned Items” section of the Borrowing and Circulation Policy: Sytsma asked for a motion to approve the changes to the Non-returned Items section of the Borrowing and Circulation Policy. Motion was made by Harbour, seconded by Posovich, to approve the changes to the Non-returned Items section of the Borrowing and Circulation Policy. During the discussion, it was decided that the motion should be amended to read “effective July 1, 2013”. Motion was made by Harbour, seconded by Posovich, to approve amending the motion to read “effective July 1, 2013”. Motion passed. The amended motion by Harbour to approve the changes to the Non-returned Items section of the Borrowing and Circulation Policy effective July 1, 2013 passed.

Teacher Card Policy Amendment: Sytsma called for a motion to approve the changes to the Teacher Card Policy. Motion was made by Harbour, seconded by Bishop, to approve the changes to the Teacher Card Policy. Motion passed.

Lanphier Electric Bill: After the parking lot lights went out in January, the electrician Stan Lanphier was called to investigate the problem. Stan found that ground work had jostled a conduit and it had filled with mud and debris, causing it to short. Stan was unable to clear the conduit, but he did run the line above ground as a temporary fix with a labor cost of \$880.75. At the time that Stan completed the work, he was still under the impression that an agreement with the previous director in which he would hold invoices until the accumulated amount was over \$1000 was still good. This is why we are receiving the bill now. Sytsma asked for a motion to approve the payment of \$880.75 to Lanphier Electric out of the General Fund for labor to temporarily fix the parking lot lighting. Motion was made by Bishop, seconded by Groenenboom, to approve the payment of \$880.75 to Lanphier Electric out of the General Fund for labor to temporarily fix the parking lot lighting. Motion passed.

Lanphier Electric trenching for parking lot lights: Now that the ground has thawed, Lanphier said that the trenching can be done to lay the wire to the parking lot lights underground. The cost of labor could be as much as \$800. Sytsma asked for a motion to approve that the work be done,

and for payment for the work to be taken from the General Fund not to exceed \$800.00. Motion was made by Posovich, seconded by Groenenboom, to approve that the electrical work be done, and for payment for the work to be taken from the General Fund not to exceed \$800.00. Motion passed.

Library Hours for RAGBRAI: RAGBRAI bikers will be in town on July 25, and the library's regular hours are 10:00 a.m. to 8:00 p.m. William asked if the Board would want to extend the library's hours of operation on that day a couple of hours to accommodate bikers who may need access to restrooms, Internet, and WiFi? Or, with the close proximity of activities, does the library want to close early at 5:00 p.m. so staff can avoid traffic issues when leaving and other issues that could arise? Motion was made by Groenenboom, seconded by Posovich to approve the library's closing at 5:00 p.m. on Thursday, July 25, 2013. Motion passed.

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

President's Remarks: Sytsma commended William on the great job that he is doing as library director.

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

The next regular meeting will be on Monday, June 24, 2013, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board