

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY – JUNE 24, 2013 -- 4:00 P.M.**

The meeting was called to order by Board president Mike Sytsma. Roll call was taken by Board secretary Susan Hasso with Trustees Judy Bishop, Michael Collins, Paul Groenenboom, Chris Harbour, Sally Posovich, and Kathy Rothfus present. Trustee Jane Ireland arrived later. Also present was Library Director William Ottens.

**Minutes:** Sytsma called for a motion to approve the minutes of the May 20, 2013, Board meeting. Motion was made by Bishop, seconded by Collins, to approve the minutes of the May 20, 2013, Board meeting. Motion passed. Sytsma then called for a motion to approve the minutes of the June 12, 2013, Special Board meeting. Motion was made by Posovich, seconded by Bishop, to approve the minutes of the June 12, 2013, Special Board meeting. Motion passed.

**Board Correspondence, Public Input or Friends Report:**

Sytsma said that he had Board correspondence concerning the Reading Garden, which he would hold until that discussion. Minnie Richardson, a member of the Friends board, reported on the Friends meeting. She told the Board that at the June 20<sup>th</sup> meeting, the Friends decided to stop selling engraved bricks effective immediately. The Friends are planning on having a table at Sweet Corn Serenade, which they will share with the library. The table will be manned by both Friends and library staff. At their meeting, the Friends board approved paying up to \$5000 for a fence to go around the Reading Garden if the Library Board approves the fence. Richardson said that the Friends favor a fence for two reasons: the safety of children and a visual boundary to define the space.

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

**Summer Reading:** William told the Board that Summer Reading programs and activities have been going extremely well. On the day of the Kick-off, we had over 210 children register for the program, a door count of 780, and desk staff checked out over 1200 items. Liz has had an average of 30-40 children at afternoon programs, and there have been a strong number of teens attending chess club and Dungeons and Dragons club. Classic Movie Mondays have gotten off to a good start, with 18 the first night and 16 the second. Adult programs are still a bit low on attendance, but the presenters have provided interesting and engaging programs.

**Technology Lab Update:** William told the Board that the backorder of some items and coordination of the installation of the whiteboard and projector have set back the completion of the Technology Learning Lab. The whiteboard and projector were installed last Thursday. Due to the high cost of the raceways, the project is running slightly over budget.

**Reading Garden:** William and City Manager Michael Schrock spoke with Dan Brice about the cracking and chipping of the bricks, and the spacing of the bricks near the entrance of the garden. Dan agreed to address the issue. On June 3, db Landscaping swept sand in between the bricks. When the Reading Garden Committee met on June 7 to review the work, they agreed that this would not fix the problem. William has given Dan Brice a letter formally requesting that db Landscaping replace the chipped and cracked bricks and re-lay the bricks to prevent further chipping and breaking. Dan will do the work at no cost. The Friends have 50 additional bricks, 29 of which are engraved, that need to be laid as well. Brice has asked for compensation for laying the additional bricks. The committee also discussed the addition of a fence, and three quotes were received. The general consensus of the committee was that a fence would help define the space and increase the safety for children's programming. It was the Reading Garden Committee's recommendation to have db Landscaping install the aluminum echelon fence at a cost of

\$4782.00 with the approval of the Library Board, and request the Friends of the Library to pay for it.

**Painting of Columns and Carpet Cleaning:** At a Building and Grounds Committee meeting, it was requested that William investigate options for having the carpet cleaned and the columns at the main entrance to the library painted. William is getting bids for the carpet cleaning and the painting of the columns. He asked the Building and Grounds Committee to meet to review the bids.

**Committee Reports:**

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

**Budget & Finance Committee – Judy Bishop, chair:** None

**Policy & Planning Committee – Candace Slobe, chair:** None

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

**Building & Grounds – Michael Collins, chair:** None.

**Unfinished Business:** None.

**New Business:**

**Board of Trustees Bylaws Amendment:** At the May 20, 2013, Board meeting, the Policy and Planning Committee presented suggested amendments to the Board of Trustees Bylaws. The Policy and Planning Committee is seeking a motion to approve the amendments. Motion was made by Bishop, seconded by Collins, to approve the changes in wording to the Board of Trustees Bylaws. Motion passed.

**Installation of Whiteboard and Projector:** William asked for a motion to approve payment of the installation of the whiteboard and projector in the Technology Learning Lab for the cost of \$700. The claim will go through the July Board meeting. Motion was made by Bishop, seconded by Ireland, to approve payment of the installation of the whiteboard and projector in the Technology Learning Lab for the cost of \$700. Motion passed.

**3M Tattle Tape Detection Strips:** William was seeking approval from the Board for the purchase of one box of 3M Tattle Tape Detection Strips at the price of \$629.00. Motion was made by Collins, seconded by Posovich, to approve the purchase of one box of 3M Tattle Tape Detection Strips at a cost of \$629.00. Motion passed.

**Reading Garden Fence:** William was seeking a motion from the Board to approve the addition of the fence and to request the Friends of the Library to pay for it. Motion was made by Collins, seconded by Bishop, to approve the installation of the aluminum echelon fence around the Reading Garden by db Landscaping at a cost of \$4782.00, and to request the Friends of the Library pay for it. Motion passed.

**FY 2014-2016 Strategic Plan:** William went through the FY2014-FY2016 Strategic Plan that is the end product of a six month strategic planning process completed by an ad hoc committee that consisted of Board members, library staff, and representatives from the Friends and the City. William went through the goals, objectives, and actions of the Strategic Plan. William asked for a motion to approve the FY2014-FY2016 Strategic Plan for implementation beginning July 1, 2013. Motion was made by Rothfus, seconded by Ireland, to approve the FY2014-2016 Strategic Plan for implementation beginning July 1, 2013. Motion passed.

**Library Director Salary Increase:** Motion was made by Ireland, seconded by Bishop, to table the library director's salary increase until board members were able to speak with City Manager Michael Schrock. Motion passed. The Board decided to hold a special meeting on Thursday, June

27, 2013, at 4:00 p.m. to act on the agenda item.

William recognized Mike Sytsma, Judy Bishop, and Jane Ireland for being re-appointed to the Library Board for a second 6-year term. He thanked them for their dedication to the library.

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

**President's Remarks:** Sytsma thanked the Board for allowing him to serve as Board president.

**Election of Officers for FY13-14:** Sytsma asked for nominations for Board president. Rothfus nominated Judy Bishop for president, and Ireland seconded the nomination. Ireland then moved to cease the nominations, seconded by Rothfus. Motion passed. Sytsma called for a vote. Judy Bishop will serve as Board president for FY14. Sytsma asked for nominations for Board vice-president. Posovich nominated Jane Ireland for vice-president. Ireland nominated Michael Collins. Motion was made by Bishop, seconded by Posovich to cease nominations. Motion passed. Board members voted by ballot. Michael Collins, receiving the majority of the votes, will serve as Board vice-president for FY14. Ireland nominated Susan Hasso, library administrative assistant, to continue as Board secretary, seconded by Rothfus. Motion was made by Ireland, seconded by Bishop, to cease the nominations. Susan Hasso, library administrative assistant, will continue to serve as Board secretary for FY14.

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

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

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board