

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – JULY 22, 2013 -- 4:00 P.M.

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

Minutes: Bishop called for a motion to approve the minutes of the June 24, 2013, Board meeting. Motion was made by Sytsma, seconded by Harbour, to approve the minutes of the June 24, 2013, Board meeting. Motion passed. Bishop then called for a motion to approve the minutes of the June 27, 2013, Special Board meeting. Motion was made by Sytsma, seconded by Rothfus, to approve the minutes of the June 27, 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.

ALA Conference: William reported on the American Library Association conference in Chicago that he attended. There were over 26,000 librarians in attendance. Some of the sessions he attended were *20 Programs under \$20, Teens on Boards, and Late Nights at the Library*. William also attended several author panels and presentations.

Summer Reading Update: William told the Board that Summer Reading activities have continued to be well attended, especially the children's activities. William talked about upcoming programs and activities.

Reading Garden Fence Update: William said that he has spoken to Dan Brice from db Landscaping about getting started on the fence around the Reading Garden. Brice said that they are booked about a month out. Brice has placed an order for the bricks that we have asked him to replace, and they plan to re-lay the bricks around the same time that they install the fence.

Page Position: William informed the Board that he is in the process of filling one of the page positions. William and Paulette will be interviewing and hiring a new page for the open position.

Code of Ethics of the American Library Association: William said that one of the requirements for accreditation from the state is that the Board of Trustees receives training, or continuing education, on their roles as trustees and on libraries in general. William said that he would like to start including a small discussion at the end of his report that will serve to meet this requirement. In the following discussion of the Code of Ethics of the American Library Association, item #3 seemed to provide challenges for libraries. Item # 3 states that the library will protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.

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: The Technology Committee met to discuss issues with the library's current computer reservation software Vendprint Access Manager (VAM), which assigns patrons computers and manages their time. The committee agreed that the library is not getting what we are paying for and looked at two alternate time management systems. During new business the committee will recommend switching to EnvisionWare at a cost of \$5927.50 for licensing, installation, and professional services with the funds coming from

the Riefe fund. The Technology Committee also discussed developing a Technology Plan and possible replacement of the self-check machine.

Building & Grounds – Michael Collins, chair: The Building and Grounds Committee have exchanged information on the columns in the front of the building. Dennis Shankster from Shankster Masonry said that the integrity of the columns is good. The painting has been done. The carpet cleaning will be done after Summer Reading ends. Simplex Grinnell, who maintains and monitors our fire and intrusion systems, did their annual inspection, and recommended 3 upgrades to the system. William told the Board that when the panel was broken in the elevator, Schindler Elevator Company was called. William contacted the company about the invoice for the repair to the elevator panel due to the length of time the technician was in the building. Schindler re-issued the invoice, reducing the charge for travel and labor by \$68.78.

Unfinished Business: None.

New Business:

Baker Group: There are three invoices from Baker Group coming through this month. Invoice 79458 for \$1,804.00 is for the replacement of contactors, which was approved to be paid from the Library Maintenance Fund at the special Board meeting in May. Invoice 79175 for \$924.70 is for refilling of refrigerant in ACCU-4 and Invoice 78827 for \$1039 is for the replacement of the motor in ACCU-3. William said that he went ahead and authorized these emergency repairs, as these issues would have affected the air conditioning in the building. William is seeking a motion from the Board to approve the payment of Invoice 78827 for \$1039 from the Library Maintenance Fund and Invoice 79175 for \$924.70 from the General Fund. Motion was made by Rothfus, seconded by Ireland, to approve payment of Baker Group Invoice 78827 for \$1039 from the Library Maintenance Fund and Invoice 79175 for \$924.70 from the General Fund. Motion passed.

EnvisionWare Computer Reservation Software: As a result of the Technology Committee's recommendation from earlier in the meeting, William is seeking a motion to approve the installation of EnvisionWare at the cost of \$5927.50, to be paid from the Riefe Memorial Fund. Motion was made by Ireland, seconded by Slobe, to approve the installation of EnvisionWare at the cost of \$5927.50, to be paid from the Riefe Memorial Fund. Motion passed.

Approval of Claims: Motion was made by Sytsma, seconded by Slobe, to approve payment of the July claims. Motion passed.

President's Remarks: None.

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

The next regular meeting will be on Monday, August 26, 2013, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board