

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY – NOVEMBER 25, 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 Michael Collins, Paul Groenenboom, Chris Harbour, 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 October 28, 2013, Board meeting. Motion was made by Collins, seconded by Harbour, to approve the minutes of the October 28, 2013, 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.

**Carpet Cleaning:** William told the Board that Schneider Chem-Dry was in the building on November 8<sup>th</sup> and 15<sup>th</sup> to clean the carpets after hours.

**Upcoming Events and Programs:**

The Teens are working on a float for the lighted Christmas parade. The theme is “Candy Cane Christmas”, and the teens have chosen to represent a favorite book character – Where’s Waldo.

William and Nancy J. will be offering a “Make It and Take It” crafting series the first two weeks of December. On Tuesday and Thursday evenings starting at 6:30 p.m., they will be making different crafts, such as snow globes, Christmas cards, yarn wrapped wreathes, and felt ornaments.

On Saturday, December 7, local author and former employee of the library, Sheryl Carter, will be signing books in the reading room on the second floor from 10:30 to noon. She will also bring a dulcimer and play holiday music.

**Elevator Wheel:** On Saturday, November 16, staff reported that the elevator was making a loud clanging noise. Mike C. determined that one of the wheels had fallen off. The elevator was closed Saturday and Monday. A repairman from Schindler was in on Tuesday the 19<sup>th</sup> to fix it. He was certain this would fall under our maintenance contract, and we should not be billed separately for this repair.

**Library Staff:** For this month’s continuing education discussion, William went through a list of the library’s current staff members and their current responsibilities.

**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:** Michael Collins reported that the committee met. They discussed some ongoing issues. They had checked the carpet cleaning, and they liked what had been done. The cornerstone of the original entrance has been damaged, and they have asked Shankster to give an estimate on the cost of repair. William said that SimplexGrinnell had been

here today, Monday, to work on the sprinkler system. After they left, there was leaking in the boiler room. Schindler was called and the repairmen were asked to return.

**Unfinished Business:** None.

**New Business:**

**Food for Fines:** William told the Board that he would like to have a Food for Fines drive that would run from December 9<sup>th</sup> through the 21<sup>st</sup> to support the Ecumenical Cupboard during the holiday season. Motion was made by Rothfus, seconded by Slobe, to implement the Food for Fines drive. Motion passed.

**Holidays and Closings for 2014:** William had given the Board a list of holiday dates in 2014 that the City recognizes as paid time off for employees. He asked the Board to approve that the library be closed on those dates in 2014. Motion was made by Groenenboom, seconded by Sytsma, to approve holiday closings for 2014 for the library. Motion passed.

Holidays Closings for 2014 approved by the Board:

New Year's Day	January 1
Martin Luther King Day	January 20
Presidents Day	February 17
Memorial Day	May 26
Independence Day	July 4
Labor Day	September 1
Veteran's Day	November 11
Thanksgiving	November 27, 28
Christmas	December 24, 25

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

**President's Remarks:** None

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

The next regular meeting will be on Monday, December 16, 2013, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board