

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – JANUARY 27, 2014 -- 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, and Candace Slobe present. Also present was Library Director William Ottens.

Minutes: Bishop called for a motion to approve the minutes of the December 16, 2013, Board meeting. Motion was made by Groenenboom, seconded by Slobe, to approve the minutes of the December 16, 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.

Strategic Plan Progress Update: William provided the Board with an update on four objectives from the Library's Strategic Plan. He talked about the ways in which the library is attempting to implement these four objectives.

Oskey Social Media Group and Book Club: William has started a Social Media Group for business owners and organization leaders in the community who are interested in learning more about Social Media. It will help individuals market their business or organization. The group will meet at noon on the third Tuesday of each month at the library. William is also starting a community book club with the co-owner of the Cellar Peanut Pub. The first selection is "Twelve Years a Slave", and the first meeting will be Tuesday, January 28th at 6:00 p.m. at the pub. The book club will aid in marketing the library and promoting literacy.

Library's Web Site: William said that he and staff have been looking at the library's web site. He has been working on some changes to the site. He is planning on changing it to a blogger format, which will allow more staff involvement.

Mahaska County Supervisors: William met with the County Supervisors to present the Library's annual report and request funding for the library. Contributions for the Library from the County are put in the City's General Fund and are budgeted for the library. William presented information about the county contributions and use of the library from the last fiscal year. William asked for an increase of the County contribution, which would reflect the increase of the cost of materials and library services and an attempt at a more equitable sharing of the costs of services. The Supervisors agreed to the increase.

Copyright and First Sale Exception: William led a discussion on the article "US Library Lending is Happening" as the topic of this month's continuing education discussion.

Committee Reports:

Staff Committee – Jane Ireland, chair: None.

Budget & Finance Committee – Judy Bishop, chair: William said that he had met with the Budget and Finance Committee to go over the library's FY 13/14 amended budget and FY 14/15 proposed budget. He then met with the City Manager and City Clerk for their recommendations. The amended and proposed budgets were then brought back to the Budget and Finance Committee, and finally they are being brought to the whole Board for the Board's approval.

Policy & Planning Committee – Candace Slobe, chair: Slobe reported that the Policy and Planning Committee met to review the library's Internet Policy and Investment Policy. These will be acted on during New Business.

Technology Committee – Kathy Rothfus, chair: None.

Building & Grounds – Michael Collins, chair: Collins reported that Building and Grounds had met to discuss a boiler replacement plan. While the boilers have a 10 year life expectancy, the library's HVAC system requires them to run continuously. Therefore, the life expectancy is cut in half to 5 years, so it is time for the library to start planning for boiler replacement. The committee suggested creating a stagger plan, where both boilers would not be replaced at the same time. The library's roof was inspected, and there were no problems. The committee is looking at having the trim on the building painted as well as the poles in the parking lot.

Unfinished Business: None.

New Business:

Ancestry.com and Heritage Quest Renewal: William asked for a motion to approve payment for the renewal of Ancestry.com and Heritage Quest for a cost of \$2475.00 to come from the General Fund and the Genealogy Fund. Motion was made by Harbour, seconded by Collins, to approve payment for the renewal of Ancestry.com and Heritage Quest for a cost of \$2475.00 to come from the General Fund and the Genealogy Fund. Motion passed.

Internet Policy Amendments: The Policy and Planning Committee met on January 14, 2014, to review and revise the Internet Policy. Slobe, on behalf of the Policy and Planning Committee, moved to approve the Internet Policy with the suggested amendments. Collins seconded the motion. During discussion, William went through the amendments to the policy. William said that an additional amendment requested by the committee would read **Additional time may be allotted at the discretion of library staff.** The motion passed with the additional amendment.

Investment Policy Amendments: The Policy and Planning Committee met to review the Library's Investment Policy and have found no changes needed. William asked for a motion to approve affirmation of the policy as it is. Motion was made by Rothfus, seconded by Groenenboom, to affirm the Library's Investment Policy as it is. Motion passed.

Expired Accounts with Fees: William told the Board that by standard practice, the library removes patron accounts from our system that have been inactive for two years. Many of those inactive accounts have overdue or late item fees on them. Due to the statute of limitations of one to three years, inactive accounts prior to 2010 have been removed. William asked the Board if they wish to pursue these accounts by means of the Credit Bureau. Should these accounts remain in the system in case the patron returns? After discussion, the consensus of the Board was to forget about the inactive accounts prior to 2010 and move forward from here.

FY2015, FY 2016, FY 2017 Full and Part Time Salaries: Beginning July 1, 2014, the City plans to provide all union (full time) and non-union (part time) employees a 2.5% wage increase. The 2.5% increase represents the first year of a three year agreement with the Mixed Unit collective bargaining unit. The remaining two years of the contract include a 2.75% and a 3% increase to employee compensation. The FY2015 Budget request already reflects the 2.5% increase. William asked for a motion for the board to approve the 2.5% increase for FY15, a 2.75% increase in FY16, and a 3% increase in the FY17 for all union and non-union employees. Motion was made by Harbour, seconded by Groenenboom, to approve the 2.5% increase for FY15, a 2.75% increase in FY16, and a 3% increase in the FY17 for all union and non-union employees. Motion passed.

FY2014 Amended Budget and FY2015 Proposed Budget: William asked for a motion to approve FY2014 Amended Budget and the FY15 Proposed Budget as outlined in the handout in the Board packet. Motion was made by Harbour, seconded by Collins, to approve FY2014 Amended Budget and the FY2015 Proposed Budget as outlined. Motion passed.

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

President's Remarks: None

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

The next regular meeting will be on Monday, February 24, 2014, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board