

MINUTES

OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES

MONDAY – FEBRUARY 24, 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 Paul Groenenboom, Chris Harbour, Jane Ireland, Sally Posovich, and Candace Slobe present. Also present was Library Director William Ottens.

Minutes: Bishop called for a motion to approve the minutes of the January 27, 2014, Board meeting. Motion was made by Groenenboom, seconded by Posovich, to approve the minutes of the January 27, 2014, Board meeting. Motion passed.

Board Correspondence, Public Input or Friends Report: There were two items of correspondence. In the Suggestion Box, there was a written comment saying that the library was a good escape and that there were Crisis Intervention flyers. William said that it speaks to the importance of the library to this patron and the resources that are available at the library. The second correspondence was a letter to the Board from a patron who owes a \$13.00 fine. The patron is asking for consideration from the Board as she is unable to pay her fine, but is willing to work it off. The Board is unwilling to set a precedent by allowing a patron to work off a fine. However, through discussion, the Board developed a resolution for this patron's situation. Motion was made by Posovich, seconded by Slobe, to approve the resolution. Motion passed.

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

Programs and Events: Children's programs have seen a drop in attendance during the winter months, but parents have adjusted well to the small change in the story time's schedules. On February 1, the library celebrated "Bring Your Child to the Library Day" with special Saturday story times. Liz will be giving tours to the Home School group and OES kindergarten classes. Teen programs continue to go well. There was a great turnout for the Anti-Valentine Party. Dungeons and Dragons had a two-page write-up in the Mar-Haskan Life and Times, a local quarterly. In March, the library will celebrate Teen Tech Week, a national week long initiative to get teens involved with technology. This year, daily programs have been planned. A journalist from School Library Journal heard about our plans for Teen Tech Week, and he came to interview Liz and William. Summer Reading will run from June 3 to July 31. This year's themes are Fizz, Boom, Read for children, Find your Fandom for teens, and Jazz up your Summer for adults. Liz and William have sent out 120 letters requesting donations for the Summer Reading program.

Building and Grounds Update: William told the Board that Mike C. is working with Shankster Masonry on scheduling a meeting with the Building and Grounds committee to go over options for the staff entrance. William will contact the committee when we have a date. William said that Mike C. brought to his attention the trimming and pruning of the Reading Garden. Mike said that he could add this to his responsibilities, and questions and directions he feels he would need would be answered by Nick Witt, the City arborist. The Kiwanis Key Club will also help with maintenance of the garden.

State Library of Iowa Standards for Accreditation: William explained that the library does not meet one of the standards in Tier #2 for accreditation. The standard states that 10% of the library's budget is to be spent on materials. Because of this, the library has a Tier #1 accreditation, which affects the amount of Direct State Aid that the library receives from the State. William said that the last budget was closer to the standard with about 7% of the budget spent on materials. For the next fiscal year, William is asking for \$30,000 in the General Fund and \$45,000 in the Memorial Fund to be budgeted for materials. This would meet the 10% standard. The consensus

of the Board is to keep the library's accreditation with the State Library at the highest level.

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: Sally Posovich, who serves as Library Advocate, asked if there were less people using the library. William talked about reasons why there may be less people coming into the library, and he talked about some of the things we are doing to bring people into the library.

New Business:

LibLime annual fee for Koha: William asked for a motion for approval of payment for the invoice from Progressive Technology Federal Systems for the LibLime annual fee, which is \$2,500. This is the cost of the hosting of our Integrated Library System (the database for all the materials in our catalog), the online public access catalog, and maintenance support. Motion was made by Harbour, seconded by Ireland, to approve payment of the invoice for the LibLime annual fee with funds to come from the General Fund. Motion passed.

Temporary Internet Access Card: William talked with the Board about the library's use of guest passes for temporary Internet access for visitors and the use of temporary cards which have a \$25.00 deposit. The library gets requests for Internet access from the residents of a local shelter who are unable to pay the \$25 deposit. William suggested creating and keeping in stock small cards that would have a unique identifier (for privacy for shelter residents). A shelter resident would have to provide proof of residency with the shelter to get a card. We would keep track of the Internet use each day using the unique identifier. This temporary Internet access card would be good for 30 days (an expiration date would be written on the card). After the thirty days, the card holder would need to provide proof of continued residency with the shelter to get another. Motion was made by Ireland, seconded by Posovich, to approve the use of a temporary Internet access card with a unique identifier for shelter residents. Motion passed.

Website Redesign: William gave a visual presentation of the library's new website that he is hoping to roll out on March 17th. Motion was made by Slobe, seconded by Posovich, to approve the roll out of the redesigned website for March 17, 2014. Motion passed.

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

President's Remarks: None

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

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

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board