

# MINUTES

## OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES

### MONDAY – MARCH 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, and Kathy Rothfus present. Sally Posovich and Michael Collins arrived later. Also present was Library Director William Ottens.

**Minutes:** Bishop called for a motion to approve the minutes of the February 24, 2014, Board meeting. Motion was made by Ireland, seconded by Groenenboom, to approve the minutes of the February 24, 2014, Board meeting. Motion passed.

**Board Correspondence, Public Input or Friends Report:** Under public input, Bishop reported that she had received a call from a person concerned about the teens making voo doo dolls at the Anti-Valentine party. Groenenboom and Posovich said that they had also received a call. After discussion, it was stated that the doll making was merely one of several activities at the party and not intended to educate about or promote voo doo. The Board felt that no action need be taken; however, Bishop wanted the individual to feel that their concerns were heard.

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

**Programs and Events:** William said that there was a really great response for Teen Tech Week. There were about 10 teens at each event, starting with the Tech Tear Apart on Monday, March 10<sup>th</sup>, where teens were able to take apart some of our old computers that were going to be recycled. Tuesday, they built nonfunctioning robots from the computer parts. On Wednesday, we visited with John Corey Whaley, author of the young adult novel, *Where Things Come Back*. Thursday, we did classic video game day, and Friday we did a pixel art workshop with Perler Beads. Planning for Summer Reading is now fully underway. So far we have received \$2025 from businesses and organizations in the community in support of the program. The Chemical Blast Off will be Monday, June 3 at 6:00 p.m. Liz and the Summer Reading Committee have planned several fun activities, including a volcano. William asked the Board if any of them would be available that evening to help staff craft tables and food booths.

**Website Update:** The rollout of the library's newly designed website took place on March 17<sup>th</sup> with no major problems. William said that he has been able to fix small things that have been brought to his attention.

**Access Systems and Windows XP:** William said that the library has been working with MPTIowa for server and other IT support, and they have been bought out by Access Systems. The City is currently working with Access Systems on a contract for IT support for all city departments, which would primarily cover the staff side of our network. Once they reach an agreement, William said that he will present what part of the billing the library will be responsible for. Also, Microsoft will be ending support for Windows XP on April 8, and they are projecting a serious increase in the risk for malware and other compromises to computers. While we were aware that the support was ending in April, we were not aware until recently of an increased risk because we have run outdated operating systems beyond support end dates in the past and have been just fine. William has asked for quotes on either updating all the computers to Windows 7, or switching staff computers over to a thin client. Paulette is also seeking quotes for computer replacement. William said that there is \$5000 budgeted for computers in the 2015 budget. Once he receives the quotes, William will report to the Technology Committee for their recommendations. There may need to be a special board meeting to vote on the committee's recommendation.

**Advocating for Libraries:** William talked about the enclosed chapter from the Iowa Library Trustee's Handbook on Advocating for the Library, which served as the continuing education discussion for this month.

William told the Board that Mayor Krutzfeldt had requested some newspaper articles regarding the water department from 1922. Susan did an awesome job finding the articles in a timely manner for the Mayor. These types of interactions promote the value of the library in the community.

**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 committee will be meeting.

**Building & Grounds – Michael Collins, chair:** Collins said that the committee met and discussed two issues. First, the light poles in the parking lot need to be painted. The library is taking bids until April 16. The second is the staff entrance. The Building Inspector suggested 3 possible solutions. The area could be enclosed, but this would require an architect. The area could be repaired. Lastly, we could continue doing what we have been doing. Mike and the Building Inspector will attempt to find where the water is coming in and fix it. The Building Inspector said that there has been no structural damage at this point.

**Unfinished Business:** None.

**New Business:**

**Rose Hill Contract Price Amendment:** At the request of the city clerk of Rose Hill, William had staff review the patrons who have been coded as Rose Hill residents. Staff relies on the patron to tell us whether they are county or city residents. Since some patrons had been miscoded, William asked the Board to approve amending the amount requested from Rose Hill to \$874.66. William said that we have set up a process to verify the appropriate tax district for patrons. Motion was made by Collins, seconded by Ireland, to approve amending the amount requested from Rose Hill to \$874.66. Motion passed.

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

**President's Remarks:** None

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

The next regular meeting will be on Monday, April 28, 2014, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board