

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – APRIL 28, 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, Sally Posovich, and Kathy Rothfus present. Also present was Library Director William Ottens.

Minutes: Bishop called for a motion to approve the minutes of the March 24, 2014, Board meeting. Motion was made by Collins, seconded by Harbour, to approve the minutes of the March 24, 2014, 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.

Youth Librarian: William told the Board that youth librarian, Liz Anderson, has resigned. She will be taking a position as children's librarian in the Washington, D.C. public library system. Her last day will be May 6th. William has begun the process of hiring a new youth librarian. He asked the Board if any of them could volunteer to help with school tours at the library and the promotion of Summer Reading in the schools.

Programs and Events Update:

Computer classes have seen an increase in attendance since the weather has improved. May is "Get Caught Reading Month", and the Friends of the Library donated t-shirts with the library's logo printed on them. We will hand out t-shirts to people caught reading around town or in the library. We will be taking a break from story times and afterschool activities between May 9 and the beginning of Summer Reading. Staff will be using this time to do outreach and promotion of summer reading. However, teen programming will continue during May with Dungeons and Dragons, melted crayon art, a movie night, and video game day. We also have had a high school work experience student with us an hour a day who's been working on graphic design for the summer reading program, social media, and planning a party for teens on May 15th.

Iowa Library Association's Leadership Institute: William has been selected to be one of 25 librarians to attend ILA's sixth Leadership Institute, August 6-8 in Cedar Rapids. The Institute is designed to help participants recognize leadership abilities and to develop the confidence needed to become a change agent in the library community.

Strategic Plan Progress Update: William updated the Board on how five of the objectives from the FY2014-FY2016 Strategic Plan are being implemented.

Iowa Library Trustees Handbook: For this month's continuing education discussion, William gave an online presentation of the resources available on the State Library of Iowa's website, including the Iowa Library Trustees Handbook.

Committee Reports:

Staff Committee – Jane Ireland, chair: None.

Budget & Finance Committee – Judy Bishop, chair: None

Policy & Planning Committee – Candace Slobe, chair: The committee has met and will have a presentation during New Business.

Technology Committee – Kathy Rothfus, chair: The committee has met and will have a presentation during New Business.

Building & Grounds – Michael Collins, chair: None

Unfinished Business: None.

New Business:

WILBOR Consortium Agreement: William told the Board that he has received the Letter of Agreement for participation in the WILBOR Consortium, which should be signed and returned by May 15. Since the beginning of the fiscal year in July, 196 new users have signed in to WILBOR, and 3,038 books have been checked out. Oskaloosa's fee will be \$1331.67. Motion was made by Posovich, seconded by Rothfus, to approve the signing of the Letter of Agreement for participation in the WILBOR Consortium to be returned by May 15, and payment of the fee of \$1331.67 out of the Library's General Fund under Library Materials. Motion passed.

Bid for Painting of Light Poles: Per City procedure, the library advertised in the Herald to receive bids for the painting of the light poles in the parking lot. The only bid received was from S & S Painting for \$1400. The Building and Grounds Committee is seeking a motion to approve offering the work to S & S Painting with payment from the Library's Maintenance Fund not to exceed \$1500. Motion was made by Rothfus, seconded by Collins, to approve offering the work to S & S Painting with payment from the Library's Maintenance Fund not to exceed \$1500. Motion passed.

Volunteer Policy Affirmation: The Policy and Planning Committee met on April 23, 2014, and reviewed the Volunteer Policy. It was agreed by the committee that no changes were needed. Motion was made by Harbour, seconded by Posovich, to approve the affirmation of the Volunteer Policy as is. Motion passed.

Behavior/Conduct Policy Revision: The Policy and Planning Committee seeks a motion for the Board to approve the following change to the Behavior/Conduct Policy:

Change #3 under "The following forms of conduct are not permitted" to read:

3. Eating, except in approved areas.

Motion was made by Collins, seconded by Harbour, to approve the change to the Behavior/Conduct Policy as stated: 3. Eating, except in approved areas. Motion passed.

Meeting Room Policy Revision: The Policy and Planning Committee seeks a motion to approve the addition of a liability clause at the end of the Meeting Room Policy. Motion was made by Collins, seconded by Posovich, to approve the addition of a liability clause at the end of the Meeting Room Policy. Motion passed.

Replacement of Windows XP Computers: The Technology Committee met and discussed the Microsoft and Windows XP issue. The library currently has 19 computers running on XP, 7 on the staff side and 12 on the public side. The Technology Committee agreed that it would be better to go ahead and replace the computers, instead of putting more money into outdated hardware. William presented several options. Motion made by Rothfus, seconded by Harbour, to approve the purchase of 19 new computers and the new licensing for Centurian Smart Shield for the 12 public computers with the cost to be taken from the Library Maintenance Fund. Motion passed.

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

President's Remarks: None

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

The next regular meeting will be on Monday, May 19, 2014, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board