

MINUTES

OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES

MONDAY – JANUARY 23, 2012 -- 4:00 P.M.

The meeting was called to order by President Mike Sytsma. Roll call was taken by Board secretary Susan Hasso with Trustees Judy Bishop, Michael Collins, Peggy Grafke, Paul Groenenboom, Bryan Johnson, Kathy Rothfus, and Candace Slobe present. Also present was Library Director Wanda Gardner and Keith Miller, president of the Friends of the Library.

Minutes: Sytsma called for a motion to approve the December 19, 2011, minutes. Motion was made by Bishop, seconded by Johnson, to approve the December 19, 2011, minutes. Motion passed.

Board Correspondence, Public Input, or Friends Report: Gardner read a letter from Cynthia Glasford, the Tobacco Prevention Specialist, who is with SEIDA in Ottumwa, thanking us for allowing her to set up her tobacco prevention display at the library. Keith Miller, president of the Friends, reported that the Friends Board has a new member. The Friends of the Library have 190 members, which include 122 single memberships, 39 family, and 29 lifetime memberships. They have sold 130 bricks. The Friends are currently paying for Ancestry.com, and Heritage Quest. De Jong Manufacturing has built a butterfly bench for the Nicholas Moore memorial. The family paid for the materials, and the Friends will pay the remainder of the cost of the bench.

Director's Report:

Computer Lab: Library technician Paulette Groet and Gardner met with MCG installation technicians to get an estimate for adding computer network cable to the archives room, so that it could provide an enlarged and more comfortable adult computer lab. Groet will be submitting the cost of the new Internet hook-ups on an additional 479 form, along with the 479 form requesting 2012-2013 E-rate distributions that are due next month. If this additional form is approved for the hook-ups by the State Library and the E-rate commission, the library would receive a 70% reimbursement on the costs involved. A new state-approved technology plan is also required as part of the process.

Materials Budget: Gardner said that the City Manager would support an additional \$2500 to the materials budget, but asked Gardner that it be used for additional new materials. Gardner told the Board that the library is considering subscribing to an enhanced Overdrive so that eBook patrons would have access to more titles and more copies of popular titles. Since Christmas, 97 new patrons have gotten a library card so that they can access eBooks on Wilbor.

ICN Contract: Gardner said that she has taken the 18-page ICN connection contract to City Attorney David Dixon to review before the library considers signing it. The contract is for 20 years. At the statewide ICN meeting in Marshalltown in October, it was explained that a gradual change in the system would require the library to purchase some new equipment and pay a monthly usage fee beginning July 2013. There are concerns among libraries about the future of ICN programming when there are so many other technology options available and when a cost will be billed to the library.

Reading Garden: Gardner said that orders for 130 engraved paving bricks have been delivered to McCall Monument so they can be ready for installation this spring in the Reading Garden.

Noisy Movie: Twenty individuals attended the "Noisy Movie", Hotel for Dogs, which was held Saturday, January 7 at the library. Students in special education classes were invited as well as residents of Country Life, and clients of Imagine the Possibilities and Christian Opportunity Center. The audience response was very positive, and Gardner plans to establish a regular monthly film schedule for this special group who find it difficult to attend movies in the local theater.

90 Minutes in Heaven: Fifteen people attended the discussion of *90 Minutes in Heaven* by Don

Piper. Multiple copies of the book were provided by a donation from Bates Funeral Chapel. The discussion leader was Kayla Richardson, bereavement coordinator for Iowa Hospice.

World War I Maps: Dale Long donated a set of WW I supply line maps for France and Belgium. Gardner has contacted the Hoover Presidential Library. Because of Hoover's relief efforts in France and Belgium, the library is giving the maps to the Hoover Presidential Library, who is most appreciative and is looking forward to displaying the maps.

December Postage: Total postage in December was \$164, and \$103 of that was for Interlibrary Loan postage.

Misc: Gardner said that of the 688 cataloging records that the library has done; only 4 records had problems. Gardner said that those cataloging are doing an excellent job.

Committee Reports:

Staff Committee – Jane Ireland, chair: No report.

Budget & Finance Committee – Judy Bishop, chair: No report

Policy & Planning Committee – Candace Slobe, chair: No report.

Technology Committee – Kathy Rothfus, chair: Gardner and Groet are working on the rough draft of a technology plan for the State Library. The Technology Committee will look at the rough draft of the plan, finalize it, and bring it to the Board for approval. Once the State Library sees the plan, and signs off on it, Groet can apply to e-rate for a 70% reimbursement for the computer hook-ups in the archives room.

Building & Grounds – Bryan Johnson, Chair: Johnson reported that the Building and Grounds Committee met January 18th. There is \$24,000 left in the Library Maintenance Fund for this year. The committee is adding 3 more projects to be worked on this year. The duct cleaning will be postponed until spring because it will obstruct service to patrons. The committee presented to the whole Board a draft of concerns regarding the library's boilers. On December 27 & 28, 2011, during the preventative maintenance inspection of the boilers, the Baker Group technician found several problems.

1. The low-water cut-off safeties are not wired
2. Outdoor air sensors are not connected.
3. Lead/lag for the rotation of boiler operations is not working because the control panels on the two boilers are not compatible.
4. The circulating pumps are installed upside down.

The Building and Grounds Committee will contact the City on behalf of the Library Board seeking a remedy for these issues.

Unfinished Business: None.

New Business: Gardner asked the Board to approve the purchase of barcode labels exceeding \$500. She said that the purchase of 30,000 labels would cost \$1450. Gardner said that she would take part of the amount out of Operating Supplies and the rest out of Office Supplies. Motion was made by Rothfus, seconded by Slobe, to approve the purchase of barcode labels exceeding \$500. Motion passed.

Financial Report/Approval of claims: Motion was made by Bishop, seconded by Collins, to approve payment of the January claims. Motion passed.

President's Remarks: None.

Adjournment: Motion was made by Bishop, seconded by Johnson, to adjourn. Motion passed.

The next regular meeting will be on Monday, February 27, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board