

MINUTES

OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES

MONDAY – AUGUST 25, 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 Ken Allsup, Chris Harbour, Candace Slobe, and Mike Sytsma present. Also present was Library Director William Ottens.

Bishop welcomed Ken Allsup, newly appointed Library Board member.

Minutes: Bishop made a correction to the minutes. Under Unfinished Business: 3M Self-check Machine, it should read *At the June meeting*, instead of *At the August meeting*. Bishop called for a motion to approve the minutes of the July 28, 2014, Board meeting with the correction. Motion was made by Harbour, seconded by Slobe, to approve the minutes of the July 28, 2014, Board meeting with the correction. 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.

Page Position: William said that after candidate interviews, he offered the page position to Staci Spoelstra. Her first day of training is Monday, August 25. William said that he has not heard anything further on the previous page and her termination.

Programs and Events Update: Kilie has transitioned in fall programming. She is offering a craft club, LEGO club, drama club, and book club to K-5th graders. She will be starting a Harry Potter roleplaying group. Preschool story times will take place Tuesday through Friday mornings again.

Teen programming will continue with Dungeons and Dragons back on Saturdays. The Teen Advisory Board is now working on their Annual Cemetery Walk, which will take place at Forest Cemetery on Sunday, October 5 at 3:00 p.m.

Mahaska Reads will kick off on September 15 with Mahaska Book Night, when copies of the book *Twelve Years a Slave* will be handed out around the community. The free copies of the book are compliments of the Library Foundation. William handed out a brochure to the Board and highlighted some of the activities that will be held in conjunction with the book.

Boiler Pipe Leak Update: William has confirmed with Mike C. that the wrapping of the pipes from Baker's Group correction of the boiler piping leak needs to be coordinated by us and will be done by a separate contractor. We are still waiting for a confirmation from Baker Group that it is okay to do the wrapping.

Board of Trustee's Library Policy Manuals: William gave the Board a notebook, which contained information on the responsibilities of Board members, profiles of staff, library policies, and a glossary of library terminology.

Committee Reports:

Staff Committee – Jane Ireland, chair: None.

Budget & Finance Committee – Judy Bishop, chair: The Committee met. William said that City Manager Michael Schrock has asked all department heads to look at their current year's budget and create a plan to cut 2.5% and 5% from the budget. Due to changes in the State property tax laws, cities are expecting a decrease in state funding. William presented to the committee a plan of possible line items that could be cut.

Policy & Planning Committee – Candace Slobe, chair: None

Technology Committee – Kathy Rothfus, chair: None

Building & Grounds – Michael Collins, chair: The committee met and discussed the Baker Group invoice. The item will be under Unfinished Business.

Unfinished Business:

Boiler Piping Leak Invoice: William said that he had met with the committee concerning the Baker Group invoice that billed the library for 5 hours of labor. He said that the committee recommended paying the invoice, but to continue to watch future invoices. Motion was made by Harbour, seconded by Slobe, to approve payment of the Baker Group invoice. After discussion, the motion passed with one dissenting vote.

New Business:

EBSCOhost Database Subscription Fee: William asked for a motion to approve the payment of the EBSCOhost Database subscription fee to come from the General Fund. Motion was made by Allsup, seconded by Sytsma, to approve payment of the EBSCOhost Database subscription fee to come from the General Fund. Motion passed.

Naviant Maintenance Agreement for Microfilm Scanners: William asked for a motion to approve payment of the renewal of the Naviant Maintenance Agreement for the Microfilm scanners to come from the General Fund. Motion was made by Allsup, seconded by Harbour, to approve payment of the renewal of the Naviant Maintenance Agreement for the Microfilm scanners to come from the General Fund. After discussion, Bishop called for the question. The motion failed. The Board asked William to get additional information about what services the maintenance contract covers.

Staff Training Day: William asked the Board for permission to open the library at 12:00 p.m. on Wednesday, October 15th for staff training. Several of the staff's certifications have expired. Motion was made by Sytsma, seconded by Allsup, to approve opening the library at 12:00 p.m. on Wednesday, October 15th for staff training. Motion passed.

Approval of Claims: Motion was made by Harbour, seconded by Sytsma, to approve payment of August claims. Motion passed.

President's Remarks: None

Adjournment: Motion was made by Sytsma, seconded by Allsup, to adjourn. Motion passed.

The next regular meeting will be on Monday, September 22, 2014, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board