

MINUTES

OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES

MONDAY – OCTOBER 27, 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, Michael Collins, Chris Harbour, Jane Ireland, Kathy Rothfus and Mike Sytsma present. Also present was Library Director William Ottens.

Minutes: Motion was made by Harbour, seconded by Ireland, to approve the minutes of the September 22, 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.

Programs and Events Update: William said that the Mahaska Reads program went very well. The first in the series of programs was on Ulysses S. Grant and had 55 in attendance. Mahaska Reads concluded at the Book Vault with a presentation by Dr. Ron Rietveld on Abraham Lincoln and the Emancipation with 35 in attendance. There were four different book discussion groups that read and discussed the book. People responded positively to the book *Twelve Years a Slave*. There were 45 people who attended the Teen Advisory Board's Annual Cemetery Walk at Forest Cemetery. At the walk the teens raised \$95.00 in free will donations for the Teen Activities Fund, which helps with craft supplies, snacks, and other materials for teen programs. On Tuesday, October 21, we held our second annual Zombie Clinic and Crawl for the teens. Other October events include a Halloween party for school-aged children on Tuesday, October 28 and one for teens on Thursday, October 30. On Wednesday, October 29, Laura DeCook from the Mahaska County Conservation Board is coming to give a presentation on the mammoth dig site at 3:30. Regular programming will continue through November and December with breaks for Thanksgiving and Christmas. The library is partnering with FACE of Mahaska County on a *Make it and take it* holiday crafting series to be offered the second week of December.

Strategic Plan Progress Update. William updated the Board on the following objectives from the FY2014-2016 Strategic Plan.

Objective 1.1 Increase understanding of the Library user and non-user populations. The library will distribute surveys to library users and non-users by making them available both within the library and at sites around the community.

Objective 1.3 Increase knowledge of events, programs and projects that take place in the community. There is a Social Media group made up of business and organization leaders that meets monthly at noon. The group talks about ways to promote their business and organization through social media.

Objective 2.1 Identify and implement improvements to the Library's collection. Weeding and collection development are a continuous process throughout the year.

Objective 2.3 Update staff and patron technology on a regular basis. At this time we have replaced almost all of the staff and patron computers. The Technology Committee is working on a 5 year rotation schedule for computer replacement.

Objective 2.4 Increase the use of the library as a "third space". The library is trying to increase the number of people coming to the library by offering more programming, such as Mahaska Reads and presentations by Laura DeCook from the Conservation Board.

Committee Reports:

Staff Committee – Jane Ireland, chair: Jane gave Board members a copy of the director's evaluation form. She asked Board members to fill them out, put them in an envelope, and return them to Susan. Jane will pick them up in about ten days.

Budget & Finance Committee – Judy Bishop, chair: None

Policy & Planning Committee – Candace Slobe, chair: The Policy and Planning Committee met and they will have items to present during New Business.

Technology Committee – Kathy Rothfus, chair: None

Building & Grounds – Michael Collins, chair: The committee met and discussed the Reading Garden fence. They also discussed a replacement schedule for the boilers.

Unfinished Business:

Reading Garden Fence Repair: Based on the recommendation of the Building and Grounds Committee, Collins moved to approve having db Landscaping go ahead and complete the repairs on the Reading Garden fence, with payment to come from the Library's memorial funds, and then continue to seek remuneration from the resident. The motion was seconded by Harbour. After discussion, the vote was taken and the motion passed.

New Business:

Policy affirmations: Inclement Weather Policy, Payment of Claims Policy, and Gifts Policy:

The Policy and Planning Committee met and reviewed the Inclement Weather Policy, the Payment of Claims Policy, and the Gifts Policy. It was agreed by the committee that no changes to any of the three policies were needed. Motion was made by Harbour, seconded by Collins, to approve the affirmation of the three policies as they are. Motion passed.

Approval of Claims: Motion was made by Rothfus, seconded by Collins, to approve payment of the October 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, November 24, 2014, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board