

# MINUTES

## OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES

### MONDAY – NOVEMBER 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 Ken Allsup, Michael Collins, Chris Harbour, Kathy Rothfus, Candace Slobe, 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 October 27, 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:** Children's programs will be on break the week of Thanksgiving, and then return to regular schedule until the week of Christmas. Kilie has planned a fun interactive screening of Disney's *Frozen* for children of all ages on Thursday, December 10.

The Teen Advisory Board are working on their float for the "All That Glitters and Glows" Lighted Christmas Parade. The Dungeons and Dragons program continues to do well, drawing between 15 and 20 teens each week. The teens will finish the year with a White Elephant Holiday party on Tuesday, December 16.

The Library will be collaborating with FACE of Mahaska County on "Make It and Take It" craft programs on the 11<sup>th</sup> and 18<sup>th</sup> of December. These programs are free and open to all ages.

**Reading Garden Fence Repair:** The City Attorney received payment of \$1040.21 from the resident of the neighboring apartment building for the repairs of the fence. Dan from db Landscaping called the first week of November and said that he had ordered the materials to repair the fence. Since then, the weather has prevented the repair of the fence.

**Staff Entrance Repair:** Mike C. has completed the repairs to the staff entrance to prevent leaking during rainstorms. He feels that the repairs are good. He will have to wait for warmer weather to test for leaking.

**Iowa Library Trustee's Handbook Chapter 9: Library Funding, Finance, and Budget:** William said that the library's funding, finance and budget would serve as this month's continuing education discussion. The chapter discusses the director's responsibility, the Board's responsibility, and the City's responsibility for the library's finance and budget. William said that budget planning for the next fiscal year will begin in December.

#### **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:** None

**Building & Grounds – Michael Collins, chair:** The committee had scheduled a meeting to discuss the renewal of the Baker Group contract for the maintenance of the library's HVAC system, which will be addressed in New Business.

**Unfinished Business:** None

**New Business:** In the Board packets were two proposals for a preventative maintenance agreement with Baker Group, Inc. The first proposal is for preventative maintenance on all equipment, including the humidifiers. The second proposal is the same scope, but the humidifiers

have been removed. Harbour made a motion to table the proposals until the Board can get a price from Baker Group for either the repair or the replacement of the humidifiers. Motion was seconded by Rothfus. After discussion, the motion passed.

**Holiday Closings:** The City recognizes the following holiday dates in 2015 as paid time off for employees. William asked for a motion to approve the following holiday closings for the library.

New Year's Day	January 1
Martin Luther King Day	January 19
Presidents Day	February 16
Memorial Day	May 25
Independence Day	July 3, 4
Labor Day	September 7
Veteran's Day	November 11
Thanksgiving	November 26, 27
Christmas	December 24, 25
New Year's Eve	December 31 <sup>st</sup> close at 5 p.m.

Motion was made by Allsup, seconded by Sytsma, to approve the holiday closings for the library. Motion passed.

**Approval of Claims:** Motion was made by Rothfus, seconded by Harbour, to approve payment of the November 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, December 15, 2014, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board