

MINUTES

OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES

MONDAY – DECEMBER 15, 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, Jane Ireland, Sally Posovich, and Candace Slobe, present. Also present was Library Director William Ottens.

Minutes: Motion was made by Posovich, seconded by Allsup, to approve the minutes of the November 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.

Programs and Events Update: Children's programs will be on break after the week of December 15 through the Christmas holiday. Kilie plans to continue offering the Baby & Me, preschool, and toddler times at 10:30 a.m. Tuesday through Friday, but she is putting together a survey to investigate other possible times such as evenings or Saturdays. The *Broomsticks* program, a Harry Potter role-playing game, is the most popular program at this time. There were about 65 in attendance for the *Frozen* interactive movie.

The Teen Advisory Board put together a Frozen-themed float for the Lighted Christmas Parade. Library staff helped coordinate a trailer and a driver, and we had about 10 teens on the float. The teens will have a White Elephant Holiday Party on Tuesday, December 16th.

Our "Make It and Take It" holiday craft programs for all ages are continuing this week with another round of scrapbook greeting cards and melted wax snowflakes with FACE of Mahaska County.

Iowa Library Trustee's Handbook: Library Board Assessment: William asked the Board to work on the Library Board Assessment forms found in their Board packet for next month's meeting.

William suggested that he could get Board packets to Board members earlier if he sent them in an electronic version. He is still willing to print copies of the Board packets when requested.

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: William said that there would be an item for action under New Business.

Building & Grounds – Michael Collins, chair: William said that there would be an item for action under Unfinished Business.

Unfinished Business: William told the Board that he had asked Jessica of Baker Group about reducing the number of preventative maintenance visits and having Mike C. do more of the preventative maintenance. He also asked Jessica for a cost to replace or repair the humidifiers. William said that he had an independent HVAC person look at the library's system and give an outside perspective. The independent HVAC person suggested that Mike C. would be able to do a lot of the preventative maintenance on the HVAC system. William said that the figures that he received from Jessica were about twice as much to replace the humidifiers as to repair them. William said that he had contacted Wingers in Ottumwa about doing preventative maintenance on

the library's HVAC system. Motion was made by Allsup, seconded by Posovich, to table any action on Baker's Group Preventative Maintenance contract. Motion passed.

William told the Board that a year ago the library's backflow preventer failed. Simplex Grinnell repaired it, but it failed again 6 months after it was repaired. Chad Coon from the Water Department looked at the equipment and suggested someone who might be able to repair it. One of the backflow preventers was repaired.

New Business:

Public side Server: William said that the public side server is nearing the end of its life. Access Systems recommended virtualizing our current server onto the City's backup server instead of buying a new separate server. Access Systems quoted \$1000 for the work of virtualizing the server. Motion was made by Ireland, seconded by Allsup, to approve the virtualization of the public side server with payment to come from the General Fund under Technology Services Expenses not to exceed \$1500. Motion passed.

Sonic Wall Replacement: Our Sonic Wall needs to be replaced because it is out of date and no longer receives support or updates. The Sonic Wall provides protection from viruses and malware to our network. Motion was made by Allsup, seconded by Ireland, to approve the purchase of the Sonic Wall at \$1005.35 and two additional years of support at \$465.02 for a total of \$1470.37 to be paid from the Library Maintenance Fund. Motion passed.

2015 Board Meetings: William presented the following dates in 2015 for the regular Board meetings.

January 16	July 27
February 23	August 24
March 23	September 28
April 27	October 26
*May 18	November 23
June 22	December 28

*One week early because of holiday.

Motion was made by Ireland, seconded by Slobe, to approve the dates for the 2015 Library Board meetings as presented. Motion passed.

Approval of Claims: Motion was made by Slobe, seconded by Posovich, to approve payment of the December claims. Motion passed.

President's Remarks: None

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

The next regular meeting will be on Monday, January 26, 2015, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board