

MINUTES

OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES

MONDAY – JANUARY 26, 2015 -- 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, Sally Posovich, and Kathy Rothfus present. Also present was Library Director William Ottens.

Minutes: Motion was made by Posovich, seconded by Allsup, to approve the minutes of the December 15, 2014, Board meeting. Motion passed.

Board Correspondence, Public Input or Friends Report: Minnie Richardson from the Friends of the Library gave a report. The Friends have increased their Board membership from 10 to 12. They sponsor the Books for Babies program, where every new parent at Mahaska Health Partnership receives a certificate for a free children's book at the library. On April 13, the first night of the library book sale, the Friends board will be helping with a Preview night for Friends members only. The Friends are also going to partner with the AAUW on their annual book sale. The Friends are sponsoring Linda McCann's upcoming program, *Prohibition in Eastern Iowa*. She also talked about the Friends starting 1-2 free libraries in town.

Director's Report: Library Director William Ottens highlighted some of the items in his report to the Board.

Programs and Events Update: In addition to the regular preschool story time, Youth Librarian Kilie is planning to start offering a K-2nd grade story time at 5:30 p.m. on Monday evenings in February. On Thursday, February 5th, the library will be celebrating *Harry Potter Book Night* with libraries and book stores around the world. There will be a program for youth of all ages starting at 5:30 p.m. with Harry Potter themed activities and snacks.

On Saturday, January 31st, the library is partnering with the Key Club to offer a Game Day for all ages from 3:00-5:00 p.m. On February 17 at 6:00 p.m., there will be a Mask and Mustache Masquerade planned for teens.

Staff will begin offering computer classes in February. William has put together a full schedule for February through May with varying times.

Sonic Wall and Server: Access Systems has completed the installation of the sonic wall, and they are completing the virtualization of the server.

County Appropriations: William met with the County Supervisors on Tuesday, January 13, to present the Library's annual report and request funding for the library. There are 2,158 Mahaska County library cardholders with checkouts totaling 33,413. William asked that the County contribute \$50,000 as a share of the cost for providing full library services to Mahaska County residents. The Supervisors tentatively agreed to the increase.

Continuing Education: Chapter 2.72-Library Board of Trustees: For continuing education, William encouraged the Board to look over Chapter 2.72 in the City Code, which talks about the formation of the library board and its rights and responsibilities.

Committee Reports:

Staff Committee – Jane Ireland, chair: None

Budget & Finance Committee – Judy Bishop, chair: None

Policy & Planning Committee – Candace Slobe, chair: The Policy and Planning Committee met, and they will have items under new business.

Technology Committee – Kathy Rothfus, chair: None

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

Unfinished Business: William said that Baker Group provided us with an updated proposal for renewing our preventative maintenance agreement. The proposal includes twice a year visits. The Building and Grounds committee received this with the interest of having the building manager do more of the preventative maintenance on the library's HVAC and Boiler system. After discussion, motion was made by Rothfus, seconded by Harbour, to accept the Baker Group contract for semi-annual preventative maintenance for \$6,500.00 to run from February 1, 2015 to January 31, 2018 with the cost to come from the Library Maintenance Fund. Motion passed.

New Business:

Proctoring Policy Update: The Policy Committee seeks a motion to approve the following changes to the policy. In the seventh statement under "Responsibilities of the Student", the committee would recommend leaving out the specific amount for printing, photocopying, and faxing. Motion was made by Harbour, seconded by Posovich, to approve the Proctoring Policy with the recommended changes. Motion passed.

Service to Homebound Patrons Policy Update: The Policy Committee seeks a motion to approve the following changes to the Service to the Homebound Patrons Policy.

Third paragraph, end of first sentence add:

"unless the items are on hold for another patron."

Fifth paragraph, remove "VHS and"

Motion was made by Harbour, seconded by Posovich, to approve the Service to Homebound Patrons Policy with the suggested changes. Motion passed.

Local History and Genealogical Research Policy Affirmation: The Policy Committee seeks a motion to affirm the Local History and Genealogical Research Policy as is. Motion was made by Posovich, seconded by Allsup, to affirm the Local History and Genealogical Research Policy as is. Motion passed.

Prohibition in Eastern Iowa Program: The Friends of the Library will be sponsoring a presentation by Linda McCann, who will speak about her book, *Prohibition in Eastern Iowa*. As an incentive to attend, William has talked with Betsy Duffy, co-owner of The Cellar Peanut Pub, about offering a beer tasting at the event and partnering with the Pub in promotion of the event. William will work with the City on what ordinance variances we'll need to seek, but before doing so, William would seek a motion from the Board to approve the beer tasting and presentation. Motion was made by Rothfus, seconded by Harbour, to approve of William approaching the City about the Linda McCann program and beer tasting. Motion passed.

Book Sale: William told the Board that the library is planning on holding a Book Sale in April this year beginning with a preview night for Friends members on Monday, April 13, from 5:00-8:00 p.m. The Book Sale would be open to the public Tuesday through Saturday. William asked for a motion for the Board to approve the Book Sale, with the proceeds to be deposited in the library's memorial account for the purpose of purchasing new materials. Motion was made by Harbour, seconded by Allsup, to approve the library's book sale, with the proceeds to be deposited in the library's Memorial Fund for the purpose of purchasing new materials. Motion passed.

Service to Non-Open Access Patrons: William explained that we currently have one patron who resides in a city that does not participate in Open Access. The patron received their library card before we received the year-end report that lists the cities that do not participate. The State requests that we not issue cards to these residents. William asked the Board for a motion to either deny or continue providing service to patrons that are residents of non-Open Access cities. After discussion, motion was made by Rothfus, seconded by Harbour, to table the issue of service to non-Open Access patrons so that they can get additional information. Motion passed.

FY 15 Amended Budget and FY16 Budget: William presented to the Board the FY15 Amended Budget and the FY16 Budget. Motion was made by Rothfus, seconded by Posovich, to accept the FY15 Amended Budget and the FY16 Proposed Budget. Motion passed.

Approval of Claims: Motion was made by Allsup, seconded by Harbour, to approve payment of the January claims. Motion passed.

President's Remarks: None

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

The next regular meeting will be on Monday, February 23, 2015, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board