

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY—JUNE 29, 2015—4:00 P.M.

Before the meeting began, Aaron Riggs, a member of the Brand Leadership Team gave a presentation to the Board on the Oskaloosa Branding Project.

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, Sally Posovich, Kathy Rothfus, and Candace Slobe present. Also present was Library Director William Ottens.

Minutes: Motion was made by Posovich, seconded by Harbour, to approve the minutes of the May 18, 2015, Board meeting and the June 12, 2015, Special 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 Summer Reading Kick-off was very successful. There were about 400 people in attendance. Both children's and teen programming are going well with strong attendance. Upcoming events for children in July are a visit from the Blank Park Zoo on July 9th and Magician Rick Brammer on July 17th. For teens, Chess Club and Dungeons and Dragons continue to be popular, and the second annual Mini Con will be on July 23rd. The end of Summer Reading party will be on July 24th.

Part-time Library Page: Washington Pearce has submitted his notice that his last day to work will be July 21. He has done a wonderful job in the position. The listing for the opening will be posted on Friday, June 26, and we will receive applications through Wednesday, July 15.

HVAC Repairs Update: The representative from Baker Group said that there would be a three day lead for parts for the repairs to Unit #4, and the project will be scheduled as soon as they get them. When they are here, William has asked them to finish the repairs to the boiler and to look at two of the humidifiers. He has asked for quotes for repairing or replacing the humidifiers. He hopes to have the quotes by the next Board meeting.

OPN Architects Building Condition Report: On May 29th, Terry Gebard and Brian Lane of OPN Architects and their structural engineer visited the library to survey concerns that Mike C. had observed in the building. OPN's conclusion was that the building is structurally sound, but there are a few cosmetic issues that do need attention. William has attached the report that they have written up, which includes their recommendations. William plans to meet with the Building and Grounds committee to prioritize tasks and plan for repairs.

Continuing Education: This month's continuing education discussion included a chapter from the Oskaloosa City Code on the Public Library.

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 Building and Grounds Committee will be meeting. Rothfus said that she did the walk-through with the OPN architects.

Unfinished Business: None

New Business:

Third Floor Restroom Tile Repair: Flooring specialist Corey Lehman inspected the third floor women's restroom floor. He suggests taking up 40 square feet of damaged floor and laying a neoprene membrane that will run up the walls approximately 2 inches. This will cover the area of shifting and help prevent leaking damage. The quote for the repair of the floor is \$625.00 and the quote from Modern Floor Covering for 40 square feet of tile is \$357.19 with funding to come from the General Fund. Motion was made by Allsup, seconded by Slobe, to approve the repair of the flooring and replacement of tile with funding to come from the General Fund. Motion passed.

Library Director's Salary: The City approved a 2.75% increase for part time wages and department heads. However, the increase cannot be implemented for the Library Director position until it has passed Library Board approval. According to the Board of Trustees Bylaws, the Library Director cannot be present while the position's tenure and salary are discussed, so William excused himself from the meeting. Motion was made by Harbour, seconded by Collins, to approve the 2.75% wage increase for the Library Director position. Motion passed.

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

Election of Officers: Bishop said that she did not want to serve another term as president. The Board members thanked her for the great job that she has done. Bishop opened the nominations for the position of Board president. Rothfus nominated Michael Collins, and he accepted the nomination. Being no other nominations, Bishop closed nominations. The Board voted, and Michael Collins will be the Board president for FY 16. Bishop opened nominations for the position of Board vice-president. Collins nominated Kathy Rothfus, and she accepted the nomination. Being no other nominations, Bishop closed the nominations. The Board voted, and Kathy Rothfus will be the Board vice-president for FY 16. Bishop opened the nominations for Board secretary. Rothfus nominated library administrative assistant Susan Hasso, and she accepted the nomination. Being no other nominations, Bishop closed the nominations. The Board voted, and Susan Hasso will be the Board secretary for FY 16.

President's Remarks: Bishop thanked Candace Slobe for her service to the Library Board. Bishop also said that her job as Board president had been made easy because of William, who does an excellent job as director.

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

The next regular meeting will be on Monday, July 27, 2015, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
For the Board