

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – April 24, 2006 -- 4:00 P.M.

The meeting was called to order by President Sue Hoyt. The roll call was taken by Board Secretary Susan Hasso with Trustees Bill Akason, Peggy Grafke, Anita Meinert, and Beverly Van Devender present. Also present were Library Director Suzann Holland, Youth Librarian Linda Fox, and Library Technician Paulette Groet.

Minutes: Motion was made by Van Devender, seconded by Grafke, to approve the minutes of the March 27, 2006, Board meeting. Motion passed.

Correspondence: Holland passed around a correspondence received by Linda Fox, Youth Librarian.

Director's Report

Monthly Report and Statistics: Holland told the Board that circulation is up 1% in the adult department and 9% in the children's department. Total circulation is up 4% over a year ago. Akason asked if there were Spanish materials in the children's department. Fox said that there were lots of materials, but statistically, they are counted with the regular fiction and nonfiction.

Budget Summary: Holland reported that the budget is 75% expended with a theoretical target of 75%. However, if payroll is not figured in, the library's operating budget is 80% expended with a theoretical target of 75%.

Staff Briefings

Library Technician's Briefing: Paulette Groet, Library Technician, reported that she and staff member Marion Gaughan had attended a BCR workshop on maintaining our library's holdings on the Union listing, which is a listing of serials. Groet explained that the Southeast Library Service Area had been keeping the listing current for each of the libraries in the Southeast region. However, the Southeast LSA no longer does that, so each individual library must add/delete its own holdings to the Union listing. Groet, who is also a member of the Library's Disaster Response team, told the Board that she is currently using 3 tapes to back up the server each week. The recommendation was to use 30 tapes, one for each day of the month excluding Sundays. Each tape would be used once a month so tapes would last longer. The library has acquired a safety deposit box at 1st National Bank Midwest where the tapes are kept. Groet told the Board that as part of the Disaster plan, the library's doll collection would have a new appraisal. Carolyn Knoot has been contacted to do the new appraisal. Groet told the Board that the library is now emailing patrons a courtesy notice the day before their items are due as a gentle reminder. Groet told the Board that the library is already emailing patrons who have holds ready to be picked up, and she said that eventually overdue notices will also be emailed to patrons.

Youth Librarian Briefing: Linda Fox, Youth Librarian, told the Board that circulation in the children's department was up for the fourth month in a row. The biggest increase was in nonfiction. Fox told the Board that headphones are now required in the children's computer lab to help control noise. Akason asked if there had been any complaints about the headphones being unsanitary. Fox said no. Fox reported that March program attendance was up, and in-house program attendance was up. Fox thanked Holland for scheduling staff at the children's reference desk in the afternoons. Fox said that she took part in a program for Beverly Cleary's 90th birthday at the Fremont schools. Fox did a storytellers program for Tri-County. Fox told that Board that in May she will be doing book talks and summer reading presentations to the school classes. During May, the preschools will visit the library. Fox told the Board that the theme for the Summer Reading program is "Paws, Claws, Scales, & Tales". Fox outlined for the Board programs planned for Summer Reading. Fox also thanked all who contacted their legislators concerning bills involving library funding, LSA's, and teacher librarians.

Director's Summary

Personnel: Holland told the Board that the library's current library assistant Rachael Hughes will serve as the summer Children's Reference Assistant. Holland said that she is pleased because Rachael has a teaching degree.

Collection: Holland told the Board that beginning in June, Susan Hasso, the library's administrative

assistant, would take over selection of materials for the teen collection. Holland said that this would allow her more time for other projects, and allow us to take advantage of Susan's years of teaching experience with the age group. Holland said the weeding and refurbishment in the genre fiction sections continues to be on hold until the Leonard James materials funding arrives.

Programming: Holland told the Board that there are two Food for Thought programs scheduled this month. The Food for Thought program on the Bird Flu is scheduled for next Thursday. Holland told the Board what the Oskaloosa Reads 2006 selection would be and asked them to keep it confidential until the official unveiling in the fall. Holland reported that the majority of the purchases for the program have been made. Holland said that she is waiting on the Foundation for reimbursement.

Planning & Policy: Holland told the Board that the Employee Purchase Guidelines are ready for the Board to review later in the meeting. Holland told the Board that she would be making some revisions to the Meeting Room policy next month. Holland said that she has completed the Long Range Plan implementation timeline. She will talk about the timeline later in the meeting.

Materials Recovery: Holland passed out to the Board a copy of a letter from a library patron who is asking to have his and his son's library privileges reinstated. Holland explained that this patron and his son have been through the Materials Recovery Initiative program twice. Because of the amount of time and effort spent and the cash value of the items involved, Holland indefinitely revoked the privileges of the patron and his son after the second MRI incident. Holland asked the Board for their input and advice on dealing with the patron. After a lengthy discussion, the Board advised Holland to have both cards marked Barred. Then allow the adult to check out only two items at a time on the adult card and allow the child to check out only two items at a time on the child's card. When those two items are returned, then two additional items may be checked out. The Board told Holland that if there were any problems with overdue materials, the patron's privileges would be revoked immediately. The Board directed Holland to prepare a letter to that effect signed by Holland and Board President Sue Hoyt and sent to the patron.

Facility: Holland reported that the Disaster Plan team has been hard at work. Holland said that a complete fire inspection was conducted, and all noted issues except one have been rectified. Holland told the Board that Mike Calzaretta is an outstanding building manager. Holland thanked Beverly Van Devender for her suggestion about replacing the carpeting on the front stairs. Holland said that there is enough leftover carpet to re-carpet the stairs, and Mike will proceed with that as soon as he has time. Holland told the Board that for staff safety and building security, a peephole and buzzer have been installed at the rear staff entrance.

Miscellaneous: Holland told the Board that Emily Navarre, the head of the Southeast Library Service Area, is retiring in June. She will be succeeded by the director of the LeClaire Public Library. Holland also told the Board that she is exploring the possibility of a local history digitization project in conjunction with the Mahaska County Historical Society.

Committee Reports

Policy Committee: Holland presented to the Board a Disaster Response Plan (Temporary) for their approval. Holland explained that the plan was temporary in order to have a plan in place while a complete plan is being developed. Holland said that Paulette Groet, a member of the Disaster Response team would be in charge in the event of a disaster. If Groet is not available, then Holland will be in charge. Motion was made by Akason, seconded by Meinert, to approve the Disaster Response Plan (Temporary). Motion passed.

Staff Committee: No report.

Finance Committee: No report

Budget Committee: No report

Planning Committee: Holland presented to the Board the tentative timeline for the completion of the library's Long Range Plan. Holland told the Board that the library would use statistics from June 2006 as the benchmark for the library's goals and objectives. Akason asked if the goals of 30%/40% increases in 2007 were too ambitious. Holland acknowledged that the goals were ambitious, but she felt that they were attainable. Grafke asked about increasing the use of the library's website. Holland said that she is planning some promotional activities to promote the library's website. Akason suggested having staff make presentations to local service groups on how to use the library's website to renew items and put holds on items. Holland also gave Board members a copy of the Long Range Plan, professionally printed, which will be handed out to the public. Akason suggested getting some sponsors and have copies of the Long Range Plan put in the Oskaloosa Shopper.

Technology Committee: No report

Space Usage: No report

Unfinished Business: Holland gave the Board a copy of the Employee Purchase Guidelines. After a brief discussion, the Board recommended adding the words “discarded and donated” in the first sentence of paragraph 4 - Purchase Procedure before the phrase “materials to purchase”

New Business:

Storage Unit Rental: Holland asked the Board to approve the rental of a storage unit at East Side Mini Storage for library property needing to be stored. Holland explained that as a result of the fire inspection, items currently stored in the AHU rooms and the boiler room need to be moved. The offsite City storage that the library is currently using is not secure or clean. Likewise, the City has torn down their old storage building, and the new building doesn't have room to continue storing the library's items. Board members voiced concerns about renting the storage unit for a year. The cost would be coming out of this year's budget while most of the rental time would be during next year's budget. Likewise, this would be an ongoing expense. After a lengthy discussion, the Board asked Holland to research other possibilities to deal with the storage problem. Motion was made by Meinert, seconded by Akason to table the storage unit rental for one month. Motion passed.

1:00 p.m. Opening on May 17th: Holland asked the Board to approve opening the library at 1:00 p.m. on Wednesday, May 17, 2006, for a staff in-service. Holland explained the staff training would include the review of emergency procedures, an emergency drill, instructions for data preservation on staff computers, an advisory on serving special needs youth, and a demonstration of two important reference resources. Motion was made by Akason, seconded by Meinert, to approve the 1:00 p.m. opening of the library on May 17, 2006, for staff in-service. Motion passed.

Selection of Plan for Moyer Investment Proceeds: President Sue Hoyt referred the Board to the list of options that she had provided for consideration regarding the proceeds from the invested Moyer bequest funds. Akason thanked Hoyt for her work on the matter. Hoyt said that in addition to choosing an option for the money, the Board also should choose a measurement date, such as July 1st, the beginning of the fiscal year. After much discussion, motion was made by Akason, seconded by Van Devender, to maintain one-half of the proceeds from the Moyer investments in an interest bearing liquid account available for unexpected or extenuating expenditures not covered by the Library's budget with all expenditures being subject to Board approval and to reinvest one-half of the proceeds from the Moyer investments as they accumulate to the minimums required using July 1st as the measurement date. Motion passed.

Financial Report/Approval of claims: Motion was made by Meinert, seconded by Akason, to approve payment of April claims except for the invoice to East Side Mini Storage. Motion passed.

Public Input None

Adjournment: Motion was made by Meinert, seconded by Akason, to adjourn the meeting. Motion passed.

The next meeting will be Monday, May 22, 2006, at 4:00 p.m. in the library meeting room.