

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – AUGUST 28, 2006 -- 4:00 P.M.

The meeting was called to order by Board president Sue Hoyt. Roll call was taken by Board secretary Susan Hasso with Trustees Bill Akason, Larry Fosdick, Peggy Grafke, Anita Meinert, Barbara Stark, 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 Akason, seconded by Fosdick, to approve the minutes of the July 24, 2006, Board meeting. Motion passed.

Correspondence: None

Director's Report

Monthly Report and Statistics: Holland reported that adult circulation was up 9% from a year ago, and children's circulation was down 5% from a year ago. Holland said that adult computer usage was up 66% from a year ago while children's computer usage was down 24% from a year ago. The decrease is due in part to the sixth graders being moved to the adult lab. Akason asked if there were any problems with moving the sixth graders upstairs to the adult lab. Holland said that their behavior in the lab had improved and that there were more patrons upstairs, which would create a safer environment.

Budget Summary: Holland reported that the budget was 12% expended with a target of 8%. Holland explained that at the beginning of the fiscal year some items are paid in full for the year. Holland explained that the expenses for the mirror and grate at the top of the outside stairs was being reflected in Line item 6320 being 92% spent. Holland also said that the printing of OPL @ Home manuals and other materials at ArrowGraphix caused Line item 6414 to be 245% spent. Akason asked if the current amount in the copier fund was \$7368.73. Holland said yes.

Youth Librarian Report: Youth Librarian, Linda Fox, reported that circulation in the children's department was down 5% from a year ago. Fox explained that the decrease was in part due to competing with the new swimming pool. Fox said that program attendance was down by 350 from a year ago. Fox explained that it was due to the fact that there was no closing program for summer reading and the Y Day-care didn't come to the library as often. Fox handed out a summary of the Summer Reading program to the Board members. Fox said that the Teen dance was good, but she would not hold it in the mall next time. Fox told the Board that the Teens are planning the annual Cemetery Walk for October. Fox said that in September she has 29 elementary classes and 4 pre-school classes scheduled. Fox said that children's programming began August 28. Fox will be in Pittsburgh from September 14-16 for a conference for children's librarians.

Library Technician: Library Technician, Paulette Groet, reported that she had spent one week training the two new pages. Groet told the Board that one had already quit. Groet said that a new page would need to be hired. Groet told the Board that she has been very busy inputting lots of new books and replacement books on the system. Groet explained that last week there had been a problem with the email notification system. She said that the problem had been resolved. Groet told the Board that she had finished her part of the State Library's annual report.

Personnel: Holland reported that the library has a new daytime page, Rennea Caves. Holland told the Board that she had initially hired another page, but she abruptly quit over the weekend. Therefore, Holland will be looking for an evening page.

Collection: Holland told the Board that she is spending the majority of her time weeding and

refurbishing the nonfiction collection in preparation for the realignment coming up this fall. Holland then recapped the realignment plans. Spanish and the former New Reader collection will be combined into a new Adult Basic collection to be inserted between general fiction and genre fiction. The order of the nonfiction will be reversed for consistency with the fiction stacks. Large print will be moved to the regular stacks on the nonfiction side. Holland said that she would be asking for a half-day closure later this fall to complete the moves.

Programming: Holland told the Board that the Oskaloosa Reads program launches Friday, September 1.

Policy & Planning: Holland told the Board that she would like for the Policy Committee to meet to discuss the possibility of a cell phone policy and a children's programming policy.

Facility: Holland told the Board that the public hearing for the boiler would be held at next Monday's council meeting. Holland said that she would ask to waive the 2nd and 3rd readings so that we're ready to go when the boiler arrives. Holland reported that Mike Calzaretta has been doing some much-needed painting over the past week. Holland respectfully requested that the Board appoint a permanent Building and Grounds committee. Akason said that the Board would need to amend its by-laws. Holland said that the committee would work with the director and building manager to develop a plan for dealing with problems that arise and to better understand those problems.

Miscellaneous: Holland told the Board that the library has been reaccredited through 2009.

Committee Reports: Hoyt asked Board members if they had received their committee assignments for FY 2006-2007. Everyone present had received the email.

Policy Committee: Fosdick reported that Holle was putting the finishing touches on the director's evaluation report.

Staff Committee: None

Finance Committee: None

Budget Committee: None

Planning Committee: None

Technology Committee: Holland told the Board that the Technology Committee would need to meet after the first of the year to work on a new technology plan.

Unfinished Business: None

New Business

Retroactively Raise Page Pay: Holland informed the Board that she had raised the pay rate of the pages from \$6.00 to \$7.00 per hour, based upon the surplus in the part-time wage line item the last two fiscal years. Due to a miscommunication with Don Sandor, Holland mistakenly believed that she could proceed without Board approval. The error was pointed out several days later, after 2 pages had been hired at the \$7.00 per hour rate and the rate of the existing pages was increased. Holland asked the Board to retroactively raise the page pay rate. Motion was made by Akason, seconded by Meinert, to change the library page starting wage to \$7.00 per hour, payable retroactively from August 1, 2006. Motion passed.

Closure on Veteran's Day: Holland told the Board that the City offices would be closed for Veteran's Day on Friday, November 10, 2006. The library has historically closed for this holiday. Holland asked the Board to approve the library's closing on Veteran's Day. Motion was made by Akason, seconded by Grafke, to close the library for Veteran's Day on Friday, November 10, 2006. Motion passed. Holland suggested establishing a closure schedule for the library for the year rather than dealing with each holiday separately.

Building Power washing: Holland reported to the Board that the library building has quite a bit of mold and mildew growing on it, which really detracts from its appearance. Holland told the Board that the library is finally seeing the benefit of the changes to the Library Maintenance Fund

investments, with over \$40,000 available this year. Holland said that the library is finally able to take care of some long-neglected tasks. Holland asked the Board to approve power washing the building and to choose one of the bids for the project. During a lengthy discussion, Board members raised various questions and concerns. Meinert questioned if this was the best time of year to power wash the building. Akason asked if mileage was included in the bid from the company in Williamsburg. Holland said yes. Van Devender asked if power washing would damage the coating on the bricks. Fosdick asked if the companies had liability insurance. Holland said yes. Van Devender asked if power washing would damage the mortar. Akason asked who usually washes the library's windows. The company that washed the library's windows is no longer in business. Grafke asked if the second bid was local. Holland said that the second bid was from Williamsburg. Holland told the Board that she liked Superior Powerwashing of Williamsburg, Iowa. Stark asked if Holland had seen references. Holland said the library's building manager, Mike Calzaretta, had the references. Motion was made by Meinert, seconded by Grafke, to approve the building power washing by Superior Powerwashing of Williamsburg, Iowa, in the amount of \$3200.00 (\$600.00 in advance for the boom and \$2600.00 to be paid when the job is completed) pending reference checks to Mike Calzaretta's satisfaction. Fosdick asked if the money would come out of the Library Maintenance Fund budget. Holland said yes. Van Devender asked if there was any way to get an expert opinion such as the City Engineer. It was pointed out that there is no City Engineer. Hoyt said that she was hearing the Board say that they were not sure if power washing was the right thing and that the Board would like some expert advice. Fosdick said that if there is a problem with the mortar, they need to find the problem sooner than later. Akason called the question. A vote was taken, and the motion passed.

Lease of Copier: Holland told the Board that the issue of the color copier comes before the Board for the third time. Holland said that the quotes are included in the board packets. Holland recommended going with the Premier Office Equipment quote. She said that City Hall recently switched to that firm. Holland said that the library has had major issues with the billing department of Ikon over the last year, and the problems are getting worse. Hoyt seconded Holland's remarks citing problems with Ikon at her workplace. Holland said that she would try to get a service contract for the library's copiers with another company. Fosdick asked if the new copier comes with a maintenance contract. Holland said yes. Van Devender wanted to know which copier would be replaced. Holland said that the new copier would replace the one in the staff area. Fosdick asked what fee would be charged for color copies. Holland said the fee would be \$1.00 per copy. Motion was made by Stark, seconded by Van Devender, to approve the lease of a color copier from Premier Office Equipment, as quoted. Motion passed.

Disaster Response Plan: Holland made a Power Point presentation on the Disaster Response Plan to the Board. Holland complimented Building Manager Mike Calzaretta for the tremendous job that he has done dealing with all of the problems and safety issues in the building. Kudos to Mike! Holland said that she is asking the Friends of the Library to help with the purchase of a fireproof cabinet. The Foundation is giving \$500.00 toward the cabinet. Holland also thanked the Disaster Response Plan committee for all of their hard work. Motion was made by Akason, seconded by Meinert, to approve the library's Disaster Response Plan. Motion passed.

Mahaska Memory Project: Holland made a second Power Point presentation on the Mahaska Memory Project to the Board. The project involves the cooperative digitization of local historical material. The project will digitize photos and ephemeral resources, which eventually will have electronic access. The project is a cooperative effort by the Oskaloosa Public Library, William Penn University, and the Mahaska County Historical Society. The project will be grant-funded, and have its own budget and employees. The goal is to digitize 10,000 images. The project will begin with a Pilot Phase, which will digitize 500 images at a cost of approximately \$15,000. Holland said that the committee is hoping that the George Daily Trust will fully fund the Pilot Phase. Grafke said that it would be wonderful to be able to preserve the historical materials from the elementary schools. Holland said that the Pilot Phase would involve one employee at \$15.00

an hour. Images would be saved three different ways. The project would be housed at the Oskaloosa Public Library or at Wilcox Library, William Penn University. Holland said that the Pilot Phase should be complete four to five months after funding is secured.

Financial Report/Approval of claims: Akason asked about the invoice for water testing from the Baker Group. Holland said that as outlined in last month's Board meeting, the water in the boilers was tested and was okay. Van Devender asked about the invoice for bottled water from Pella Water Conditioning. Holland said that providing bottled water was a convenience for the staff. Motion was made by Meinert, seconded by Grafke, to approve payment of the August claims. Motion passed.

Public Input: None.

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

The next meeting will be Monday, September 25, 2006, at 4:00 p.m. in the library meeting room.