

# MINUTES

## OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES

### MONDAY – FEBRUARY 28, 2006 -- 4:00 P.M.

The meeting was called to order by President Sue Hoyt. Roll call was taken by Board secretary Susan Hasso. Trustees Richelle Holle and Barbara Stark were present. Trustees Darren Dykstra and Peggy Grafke arrived later.

**Correspondence:** Linda Fox, Youth Librarian, shared with the Board a note from a Japanese family thanking Fox and the library staff for all that we do for them.

#### **Director's Report**

**Monthly Report and Statistics:** Holland told the Board that circulation was up 1.5% from a year ago. Holland said that the statistics look good.

**Budget Summary:** Holland reported that the budget is 60% spent with target being 58%.

**Youth Librarian Report:** Linda Fox, Youth Librarian, told the Board that January's circulation was up substantially from last year, mainly due to the milder temperatures. Fox said that children's program attendance was up by 340 children from last year. After-school program attendance doubled. Preschool and baby story time attendance was up, as was school and preschool outreach visits. Fox said that the William Penn University Elementary Education class visited the library, and Fox presented a session to the William Penn University Children's Book class. Fox reported that she and staff members Paulette Groet and Cindy Godlove attended an ICN session on the updated version of KIDS EBSCO Host. Fox said that Cindy had given a tour of the library to a Cub Scout Troop. Fox and staff member Nancy Jones went to Ottumwa for a workshop on the Summer Reading program. Fox also attended another ICN session on New Books for Children. Fox reported that she will be a judge for the AEA's Invent Iowa contest, she will present a session at the Young Writer's Conference, and she will be attending Legislative Day on March 8 at the State Capitol. Fox reported that she attended a meeting of the Governmental Affairs Committee meeting for ILA at the State Library. The committee then spoke with key legislators concerning forthcoming legislation. Two of the main issues are requiring school districts to have certified librarians within their districts and support for the LSA's. Two concerns are requiring libraries not to check out videos that are rated above G, PG, or PG-13 to children under 17 years of age and mandating filtering of all library computers in order to receive Enrich Iowa funds.

#### **Director's Report**

**Personnel:** Holland told the Board that she taking a grant writing course through DMACC. Holland said that the City does not do evaluations for part-time employees; however, Holland has initiated evaluations for the library's part-time employees. All four part-time library assistants received evaluations last week.

**Budget:** Holland reported that the budget is currently 60% expended and our theoretical target is 58%. Holland told the Board that Leighton and Rose Hill have verbally renewed their contracts with the library, and she expects to receive the paperwork in the next few weeks. All contracting cities have now renewed for the next five years. Holland told the Board that she is pleased to report that both the City and the County have restored part of the library's funding. The City has given the library an extra \$4000 for materials. Holland said that she is working with a trial of Microsoft Small Business Accounting 2006 to help in monitoring the budget more closely.

**Collection:** Holland reported that the creation of the new Career Planning section in the reference room is almost complete. Holland said that she has identified some holes in the collection and has placed orders accordingly. Weeding and refurbishment continues in the genre fiction sections. Holland reported that she had received a request for materials re-evaluation on a DVD. The item was reviewed by a committee of three staff members and the director, and the item was retained. Holland explained that if the request had been for removal, the request would have come to the Board.

**Programming:** Holland told the Board that the Oskaloosa Reads/Main Street Anniversary event has evolved into a largely Chamber event with the library supporting the event with a special edition of Oskaloosa Reads. The library will then go ahead with the regular edition of Oskaloosa Reads 2006 at its traditional time in the fall. Holland said that two new Foods for Thoughts have been scheduled, and another

two are pending.

**Planning and Policy:** Holland told the Board that an additional section entitled Board Proceedings has been added to the library's web page. This section includes agendas, minutes, and the most current versions of the library's policies. Holland told the Board that pending the Board's approval of the long-range plan at the Board meeting, she would begin working on a detailed timeline for implementation of the individual objectives.

**Facility:** Holland told the Board that due to especially rambunctious children in the children's computer lab, she has had an additional monitor for the lab's security camera placed at the Children's Reference Desk. Therefore, the staff member assigned to the Children's Reference Desk will be able to monitor the children's computer lab. Holland told the Board that she has begun work on a disaster plan for the library. She asked that a Board representative join Holland and two staff members in the planning process. Board member Richelle Holle volunteered to help with the disaster plan for the library.

**Misc.:** Holland told the Board that the Books on Wheels program is up and running. While the program is off to a slow start, Holland said that she thinks word of mouth will expand the program. Holland told the Board that many of the library's patrons are taking advantage of the email notification for holds pickup. Holland encouraged any Board members who are able to attend Legislative Lobby Day at the State Capitol on Wednesday, March 8<sup>th</sup> to do so.

**Minutes:** Motion was made by Holle, seconded by Grafke, to approve the minutes of the January 23, 2006, Board meeting, Motion passed.

## **Committee Reports**

**Policy Committee:** Holland said that copies of the new and revised library policies were included in the Board packets.

**Staff Committee:** None

**Finance Committee:** Hoyt said that the Finance Committee was unable to meet. However, Hoyt met with Sherry Matson at MidwestOne Bank and Trust. Hoyt said that the term Interest Received Taxable is the only way the software prints. The term does not mean that our interest is taxable. Hoyt also explained that the interest is not automatically reinvested. The interest goes back into the account. Hoyt said that she would try to schedule a meeting of the Finance Committee.

**Budget Committee:** None

**Planning Committee:** Holland asked for the Board's approval of the library's long-range plan. Hoyt pointed that under the heading Goal Three it should read Objective 3 rather than Goal 3. Holland said that she intends to put the long-range plan into a nice format to be handed out to the public and community organizations. Hoyt suggested that there be a survey half way through the process to determine if the library is making progress toward its goals. Motion was made by Dykstra, seconded by Stark, to approve the library's long-range plan based on changes made. Motion passed.

**Technology Committee:** None

**Space Usage Committee:** Holle told the Board that the newly decorated Teen Room looks great. Fox said that she had purchased a lime green wastebasket for the room. Fox said that since accessories in the appropriate colors are difficult to find, other accessories can be purchased online or from a catalog. The committee is still looking for a clock and an aquarium.

**Unfinished Business:** None

**New Business:** Holland asked the Board to approve the purchase of shelving for the Children's Department. Fox explained that she had used some of the shelving from the Reference Room to house the expanding Board Book collection. However, the shelving did not have end panels. Fox would like to purchase end panels for the shelving. Motion was made by Holle, seconded by Grafke, to approve purchase of shelving for the Children's Department. Motion passed.

**Financial Report/Approval of claims:** Holland explained to the Board about the library's new volunteer insurance coverage, which will cover both adults and teens that volunteer at the library. Grafke asked about the two Minolta imaging units. Holland told the Board that the imaging units were for the microfilm reader/printers. Grafke also asked about the invoice to the Iowa Prison Industries. Holland said that the invoice was for two No Parking signs installed along the front of the library. The City will paint a yellow

stripe along the curb when the weather warms up. Holland told the Board that she has found a good fund from which to take the yearly maintenance agreement for the Sirsi system. Holland told the Board that the Baker Group replaced the compressor contactors and the condenser fan contactors. Motion was made by Grafke, seconded by Holle, to approve payment of the February claims. Motion passed. Holland told the Board that she and Sue Hoyt have transferred the Dillon fund and the remainder of the Moyer Bequest that was not initially invested into the Library Memorial Fund. The fund will then be transferred over to the City for the purpose of managing the funds. However, the Library Board retains sole control over the library's funds.

Peggy Grafke asked how the Friends of the Library's auction went. Holland said that the auction went very well. There was a good crowd, and there were many nice donations.

**Public Input:** None

**Adjournment:** Motion was made by Dykstra, seconded by Stark, to adjourn the meeting. Motion passed.

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board