

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

The meeting was called to order by Vice-president Richelle Pipho-Holle. 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. Jessica Hobbs from the Baker Group was present at the meeting.

**Minutes:** Pipho-Holle pointed out a typing error at the bottom of the first page under the Personnel section. The word here should be her. Motion was made by Meinert, seconded by Van Devender, to approve the June 26, 2006, minutes as corrected. Motion passed.

**Correspondence:** None.

**Director's Report**

**Personnel:** Holland told the Board that on Tuesday she would be testing applicants for the 20-hour daytime page position. Holland said that there were about 75 applications for the position, and she will be testing about 15.

**Budget:** Holland told the Board that she wouldn't receive a budget report for the first month of the new fiscal year until mid-August. Holland said that she had received the final report for the last fiscal year. There was about \$4400.00 left unspent, and the majority of that was for personnel.

**Collection:** Holland reported that in the next month some of the collections would be moved around to better reflect the needs of our patrons. Holland said that the Large Print collection would be moved to the regular stacks.

**Programming:** Holland told the Board that now that summer reading is over, the library would be gearing up for the September 1<sup>st</sup> launch of Oskaloosa Reads.

**Facility:** Holland reported that there would be one more meeting of the Disaster Planning committee. The committee will then meet with City Manager Don Sandor to fill him in on the library's disaster plan. Holland told the Board that the roof of the book drop has now been secured with a locking grate. A security mirror was also installed, which allows surveillance of the trouble spot and the stairwell. Holland said that the locking of the 2<sup>nd</sup> floor restrooms has gone pretty well and seems to have alleviated the vandalism problem. Holland also told the Board that she is getting some estimates on various things that need to be done around the building, such as power washing the outside of the building and some electrical work. Holland said that she would bring these to the Board at a future meeting.

**Miscellaneous:** Holland told the Board that Carolyn Knoot did reduce the doll appraisal bill somewhat. Holland said that she has included the bill on this month's claims. Holland reported that she and Julie Hansen have a meeting scheduled for August 11<sup>th</sup> to discuss the budget for the Mahaska Memory Project and to develop a preliminary funding plan. Holland asked that the Board entertain a motion to sell the doll collection. Holland suggested further discussion at next month's Board meeting.

**Youth Librarian Briefing:** Youth Librarian, Linda Fox, told the Board that the Summer Reading program had ended. Fox said that the program was very successful. Fox reported that the circulation statistics for June were up from last year. The increase was in fiction books. Program attendance was down from a year ago. Last year school was still in session in June and Fox had given classroom presentations for summer reading. Attendance was down for the Nature

programs given by the staff of the DNR. This year the programs were intergenerational and held in the evenings. Fox and the staff of the DNR felt that the intergenerational programs were very good because the programs reached a wider audience. Fox said that the new swimming pool and no grand finale for the summer reading program hurt attendance in July. There were 872 people registered for the Summer Reading program. Fox said that Kids Corner would be coming to the library until the end of July. Fox said that on Friday, July 21, she attended a Governmental Affairs Committee meeting in Des Moines. Fox thanked the library staff for all of their help with the summer reading program.

**Library Technician Briefing:** Library Technician, Paulette Groet, reported to the Board that she has updated the library's cataloging software. Groet said that she is also working with Julie Hansen from William Penn University to install a new version of the library's circulation software. Groet told the Board that she had installed electronic ordering on Susan Hasso's computer since Hasso is responsible for the Teen collection. Hasso will now be able to order Teen materials online from Ingram. Groet told the Board that she had installed a document scanner in Holland's office. The scanner will convert any paper into a PDF file, and the scanner is very fast. Groet said that she has filed E-rate form 486, Receipt of Confirmation, for the library's telephone services. This does not include the library's cell phones for this year. Groet told the Board that she has filed the library's Open Access report.

#### **Other**

#### **Committee Reports**

**Policy Committee:** None

**Staff Committee:** None

**Finance Committee:** None

**Budget Committee:** None

**Planning Committee:** None

**Technology Committee:** None

**Unfinished Business:** The Board brought up the issue of the color copier. Holland said that with the impending discussion of the boiler, she would like to wait until next month to discuss the color copier.

#### **New Business**

**Replacement Boiler:** Holland introduced Jessica Hobbs from the Baker Group. Hobbs explained to the Board that one of the library's four boilers would need to be replaced. Hobbs said that the boiler's heat exchanger had failed and the wire harness had broken. Hobbs told the Board that the library's system requires the boilers to run 24/7, heating in the winter and re-heating the cooled air to the set point during the summer. Hobbs said that this is not the most efficient system. Hobbs further explained that when Iowa Water Management inspected the boilers in January, the chemical levels were low and the system seemed to be taking water. Since the system is a closed system, it should not be taking water. Akason asked if the preventive maintenance should have found the boiler problem. Hobbs said not necessarily. Meinert asked if there was any way to tell how long the chemicals had been out of balance. Hobbs said that there is no way to tell. Fosdick asked who was responsible for checking the water levels. Hobbs said that the problem wasn't so much the level of the water as the level of the chemicals in the water. Holland said that the seven years of poor maintenance might have caused the boilers to fail earlier than projected. Fox said that the library's maintenance person has changed over the years, so the maintenance of the boiler was overlooked. Hobbs said that it would take eight to ten weeks for the boiler to arrive and be installed. Fosdick asked if the quote included the disposal of the old boiler. Hobbs said yes. Hobbs said that there is additional expense because the boiler to be replaced is the first one, which is located way back in the corner. Fosdick asked if the system could be designed so that the

boiler would not have to run all year around. Hobbs explained that the conversion of the system would be very expensive. Hobbs said that the boilers are staged to extend the life of the boilers. Hobbs suggested that in addition to replacing the failed boiler, the make-up of the water and the chemical levels should be checked again by Iowa Water Management. Fosdick asked if the library would need to close while the boiler is being replaced. Hobbs said no. Holland said that the cost of replacing the boiler would come from the principal of the Library Maintenance Fund. Akason expressed his concern about going back to the City Council to ask for funds from the Library Maintenance Fund principal. He said that in 2003 the library had taken \$18,000.00 from the principal and never paid it back. Holland explained that there is not enough in the Library Maintenance Fund yearly allotment to cover the cost of the new boiler plus all of the maintenance contracts that normally come out of that allotment. Van Devender asked how much the Library Maintenance is growing. Holland said that the interest on the fund has exceeded the \$18,000.00 that was taken from the principal. Motion was made by Meinert, seconded by Fosdick, to approve payment of \$17,100.00 plus any applicable tax for the replacement of the library's boiler. Motion passed.

**Reduction/Elimination of ILL Fees:** Holland explained to the Board that during the recent budget crisis, the library began to charge \$1.00 for in-state interlibrary loans and \$5.00 for out-of-state loans after the postage line item was reduced. Holland said that the library's budget has improved, and the library used only 76% of its postage line item last fiscal year. Holland proposed to the Board that the library eliminate the \$1.00 fee for in-state loans and reduce the out-of-state loan fee to \$3.00. Fosdick asked if there had been negative feedback when the rates were raised. Holland said that about ten people had made comments about the cost. Van Devender asked about the budget crunch. Holland explained that the budget was improving. Akason asked how much of Cindy's time is spent working on ILL requests. Holland said that it was difficult to determine because Cindy works on ILL requests when she is working at the desk. Motion was made by Akason, seconded by Meinert, to approve the elimination of the fees for in-state ILL loans and the reduction of out-of-state ILL loan fees to \$3.00. Motion passed.

**Revised Card Applications:** Holland explained to the Board that the current library card applications are outdated and no longer consistent with the needs of staff. Holland showed the Board a copy of the suggested revisions, which improve readability, eliminate unneeded information, clearly outline responsibility, and provide additional space for staff use. Motion was made by Van Devender, seconded by Grafke, to approve the adoption of the revised adult and youth library card applications. Motion passed.

**Enforcement of Card Policy with 6<sup>th</sup> Grade:** Holland told the Board that currently youth in 7<sup>th</sup> grade and above are considered adults for the purposes of enforcing library policy related to library cards. This means that they are required to present their cards in order to check out and must pay \$2.00 for the replacement of a card. Holland then asked Linda Fox, Youth Librarian, to explain further. Fox said that 6<sup>th</sup> graders now attend the middle school. This summer, the library has successfully moved them to the adult computer lab, which has led to a big improvement in their behavior. The 6<sup>th</sup> graders also participated in the teen summer reading program, rather than in the children's program as in previous years. In order to send a consistent message to patrons and to avoid staff confusion, the library needs to enforce card policy. Holland told the Board that the change does not affect Internet permission or parental responsibility for materials checked out to 6<sup>th</sup> graders. Fosdick asked how the library could enforce the policy since they are still juveniles. Holland explained that according to the County Attorney if the child is under 13, the court would pursue the issue with the parent. If the child is 14 and up, the court will pursue the issue with the child. Motion was made by Meinert, seconded by Stark, to require that 6<sup>th</sup> graders present their library cards for checkout and pay the normal \$2.00 fee for card replacement. Motion passed.

**Financial Report/Approval of claims:** Holland told the Board that Carolyn Knoot had adjusted her fee for the doll appraisal. Fox explained that she had the 3 missing marionette puppets

referred to in the appraisal in her office. Motion was made by Akason, seconded by Grafke, to approve payment of the July claims. Motion passed.

**Public Input:** None.

**Adjournment:** Motion was made by Grafke, seconded by Van Devender, to adjourn the meeting. Motion passed.

The next meeting will be held on Monday, August 28, 2006, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
For the Board