

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY – JUNE 26, 2006 -- 4:00 P.M.**

The meeting was called to order by President Sue Hoyt. Board secretary Susan Hasso took roll call with Trustees Larry Fosdick, Richelle Holle, 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 Meinert, seconded by Holle, to approve the minutes of the May 22, 2006, Board meeting. Motion passed. Motion was made by Meinert, seconded by Van Devender, to approve the minutes of the June 12, 2006, special Board meeting. Motion passed.

**Correspondence:** Youth Librarian, Linda Fox, said that she had received a thank you from the Art on the Square committee for doing story time during the event.

**Director's Report**

**Monthly Report and Statistics:** Holland reported that statistics were down slightly from a year ago, but she said that the circulation statistics were till strong.

**Budget:** Holland told the Board that the new budget year has begun so there is no report yet. Holland has not yet received the year-end report for FY 2005-2006. Holland told the Board that the new budget has more money for materials and telecommunications. Holland said that the library has received the Leonard James disbursement of over \$31,000.00 for FY 2006-2007 year to be spent on materials.

**Youth Librarian Briefing:** Youth Librarian, Linda Fox, reported that circulation in the Children's department was down only 24 items from last year. Children's program attendance was up from last year with increases in preschool outreach and school visits. Story time for the very young was down, but it has increased in June. Fox told the Board that the Summer Reading program began June 5<sup>th</sup> and will run through July 21<sup>st</sup>. As of June 26, registration for Summer Reading was 750 total. Summer program attendance has been good for all groups except the adult "Food for Thought" programs. Fox said that she is pleased with program attendance considering all of the other summer events that compete with the library's programs. Fox said that this year the nature programs are being held in the evening, and the programs are intergenerational. Fox said that 115 teens, including 6<sup>th</sup> graders, have registered for summer reading. Teen program attendance has been good also. On July 21<sup>st</sup> Fox will be attending a goal-setting meeting of the Governmental Affairs Committee (GAC) of ILA. Holle said that there was good variety of programs for summer reading.

**Library Technician Briefing:** Library Technician, Paulette Groet, reported to the Board that on May 25<sup>th</sup> she attended a workshop on the digitization of library materials. The library is looking into the possibility of digitizing parts of the library's genealogy collection. This project would be in collaboration with William Penn University and the Mahaska County Historical Society. Groet told the Board that she and staff member Marion Gaughan are working to update the library's holdings on the Union List. Groet said that the library continues to receive thank-you notes for the library's item due notices that are automatically emailed to patrons.

**Personnel:** Holland informed the Board that the library's page Amanda Ver Ploeg has moved into the vacant part-time library assistant position. Holland said that she would hire another page after summer reading is over. Ver Ploeg is dividing here time between the two positions. Holland told the Board that she is very grateful to Mike Owsley, part-time library assistant, for helping out with the shelving.

**Collection:** Holland told the Board that the article in the Herald about the OHS yearbooks that the library is missing generated a donation of 6 of the missing yearbooks. Holland told the Board that she has totally redone the New Reader collection. She said that she would combine the New

Reader collection with the foreign language and ESL materials to form a new Basic Reader collection, which will be shelved between general fiction and genre fiction. Holland said that she has contacted literacy groups in the community to find out how the library can support their efforts, but she has not received any response. Holland told the Board that she is currently developing a nonfiction review schedule to ensure that the collection never again goes neglected for so long. Holland also said she has directed Fox to spend \$3000.00 on cleaning up the juvenile chapter book collection this fiscal year. Fox said that she has begun the process.

**Programming:** Holland told the Board that the Oskaloosa Reads Special Edition would launch July 1<sup>st</sup> and run through July 30<sup>th</sup>. The library will promote the event with the Chamber and the Oskaloosa City Band at the July 6<sup>th</sup> concert. A screening of the film *The Music Man* has been scheduled for July 16<sup>th</sup>.

**Disaster Plan:** Holland told the Board that the Disaster Plan is coming along. Holland briefly went through the sections of the plan with the Board. Holland told the Board that the plan necessitates having disaster response trunks in the vehicles of the Disaster Response Team (DRT) lead and back-up lead. Holland said that she would have a purchase request for those items at next month's meeting. Fosdick asked about the back-up for the computer systems. Groet explained that all systems are backed up on the server at William Penn University. The library's daily back-up tapes are now being kept in a safety deposit box at First National Bank Midwest.

**Facility:** Holland told the Board that utility bills remain reasonable, despite a few problems this month. Holland said that representatives from the Baker Group would be at July's Board meeting to explain. Holland told the Board that Lt. Troy Boston of the Oskaloosa Police Department stopped by last week to inform Holland of an alleged statutory rape which took place June 7<sup>th</sup> on the roof of the book drop. Because of this incident, the library is partnering with Public Works to put a cover on this 3-foot deep area. Holland said that because of recent vandalism, we have begun locking the 2<sup>nd</sup> floor restrooms. This will continue for at least a few months. Holland told the Board that a patron claimed that she tripped over the time capsule and injured her knee. She attempted to get a cash settlement from the library's insurance company, but was unable to. Neither City Manager, Don Sandor, nor the insurance representative saw any reason to move the time capsule.

**Miscellaneous:** Holland told the Board that the Mahaska Memory Project committee held its first exploratory committee meeting. The committee reflects a partnership among the Oskaloosa Public Library, William Penn University, and the Mahaska County Historical Society. The Committee is exploring cost estimates and grant writing opportunities for digitizing part of the genealogy collection. Holland informed the Board that as part of the disaster planning effort, she has worked to ensure that the library's insurance coverage is adequate. Holland said that toward that goal she had the doll collection appraisal updated. Holland told the Board that the value of the doll collection has doubled since the last appraisal: however, the bill submitted for the appraisal was huge. Holland presented the bill to the Board along with a letter to the appraiser, asking her to reconsider her bill. Holland told the Board that in addition to the appraisal, the appraiser also cleaned the dolls and made new placards. Neither of these services had been requested by the library. After a discussion, the Board directed Holland to call the appraiser and talk with her about her services and her charges in lieu of sending the letter. The Board also discussed that if necessary, the Board could dispose of the dolls in accordance with the library's Gift Policy.

#### **Committee Reports**

**Policy Committee:** None

**Staff Committee:** Holle asked the trustees to turn in their director evaluation forms. Holle said that the committee would be meeting to review the forms.

**Finance Committee:** None

**Budget Committee:** None

**Planning Committee:** None

**Technology Committee:** None

**Unfinished Business:** Holland reminded the trustees that Board officers for FY 2006-2007 are to be elected at the June meeting. Hoyt opened nominations for Board president for FY 2006-2007. Van Devender, seconded by Holle, nominated Sue Hoyt for Board president for FY 2006-2007. With no further nominations, motion was made by Meinert, seconded by Holle to close the nominations. Hoyt called for a vote. Sue Hoyt was elected president for FY 2006-2007. Hoyt opened nominations for Board vice-president for FY 2006-2007. Fosdick, seconded by Van Devender, nominated Richelle Holle for Board vice-president for FY 2006-2007. With no further nominations, motion was made by Fosdick, seconded by Meinert to close the nominations. Hoyt called for a vote. Richelle Holle was elected Vice-president for FY 2006-2007.

**New Business**

**Wage Increase:** Holland asked the Board to approve a 3.75% wage increase for part-time employees. This is a standard increase approved by the City. Motion was made by Meinert, seconded by Holle to approve the 3.75 % increase for part-time employees. Motion passed.

**Color Copier:** Holland presented to the Board a proposal for leasing a color copier with the option of buying at the end of 60 months for Premier Office Solutions. The lease can be cancelled at any time. The cost would be \$306.00 per month (leasing \$202.00, finisher \$29.00, and maintenance agreement \$75.00). The cost totals \$3672 per year and \$18,360.00 for 5 years. The copier would make both black and white copies and color copies. Holland said that the copier would be placed in the staff area for staff use. Staff would be able to make color copies for patrons at the patron's request. Holland said that by leasing, the library is not just replacing the copier in the staff area, but replacing the copier with the added feature of color copies. After a lengthy discussion by Board members, Holle said that she would like for Holland to get additional quotes on comparable copiers from other companies. Holle suggested further discussion at the July Board meeting.

**Meeting Room Policy:** Holland told the Board that she had sent a copy of the revised Meeting Room Policy to the Policy Committee for their comments. Holland said that she received one reply approving the revisions. Motion was made by Meinert, seconded by Holle, to approve the revised Meeting Room Policy. Motion passed.

**Financial Report/Approval of claims:** Motion was made by Meinert, seconded by Holle, to approve payment of the June claims. Motion passed.

**Public Input:** None

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

The next meeting will be held on July 24, 2006, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board