

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – MARCH 27, 2006 -- 4:00 P.M.

The meeting was called to order by President Sue Hoyt. Roll call was taken by Board secretary Susan Hasso with the following trustees present: Bill Akason, Larry Fosdick, Richelle Holle, Barbara Stark, and Beverly Van Devender. Also present were Library Director Suzann Holland, Youth Librarian Linda Fox, and Mylon Stark in the audience.

Minutes: Motion was made by Holle, seconded by Stark, to approve the minutes of the February 27, 2006, Board meeting. Motion passed.

Correspondence: Holland passed around a note of correspondence received by Fox.

Director's Report

Monthly Report and Statistics: Holland told the Board that circulation was up 6% from last year.

Youth Librarian Report: Youth Librarian, Linda Fox, reported to the Board that circulation in the Children's department was once again up from a year ago. This is two month in a row for increased circulation. Program attendance has also increased. Fox said that preschool story time has doubled from last year. Baby story time is down slightly because the babies become preschool age. Preschool outreach has doubled from last year because Fox is visiting more preschools. Fox did a memory program at Maple Ridge. Fox said that she pulled books for the guest readers, and she also read to the kindergarteners and first graders as a part of "Read Across America", which celebrates Dr. Seuss's Birthday. Fox judged the regional "Invent Iowa" contest for AEA. Fox, Akason, and Holland attended Legislative Day in Des Moines. Fox told the Board that there are still three issues that need the library community's support. Fox handed out a sheet on those concerns and encouraged Board members to contact their legislators. Fox did seven sessions for the Young Writer's Conference sponsored by the AEA. Fox gave a tour of the library to 10 home school children with their parents. Fox also gave the group instructions on using IBISTRO and EBSCO. In April Fox will do a story telling program for Preschool through 3rd graders at Tri-County. Fox will also be on vacation in April. Fox told the Board that the end panels for the bookshelves have been ordered from Jones Library Sales. The new monitor at the Children's Reference Desk helps the staff keep track of what is going on in the children's computer lab. Children are being asked to use headphones when in the lab to eliminate some of the noise. Fox said that her after school programs are on visiting different countries.

Director's Report:

Budget: Holland reported to the Board that the budget is 67% expended with a theoretical target of 67%. However, if payroll is not figured in, we're at 81% expended with a theoretical target of 67%. Holland said that the budget would remain tight for operating supplies through the end of the year. All staff are to check with Holland before ordering anything. Holland told the Board that the library has had its first 3M equipment repair cost. The self-check receipt printer was replaced for a cost of \$2177.20.

Collection: Holland told the Board that the Career Planning section in the Reference Room is ready. When the high school students visit the library for Career Day, they will be introduced to the Career Planning section. There will also be an LCD presentation of Learning Express Library for the students. Holland said that the weeding and refurbishment of the genre fiction sections has been temporarily put on hold until the Leonard James materials funding come in.

Programming: Holland told the Board that three new Food for Thought programs have been

scheduled. The programs are on John Wayne, the Civil War in Iowa, and the Bird Flu. Holland said that attendance is steadily growing. The speakers are from the Humanities Iowa program.

Planning and Policy: Holland told the Board that she has been approached by staff to formulate a written policy or procedure for employees purchasing items such as withdrawn materials from the library. Holland asked if the Board thought that the Policy Committee should formulate a policy or would written guidelines for such purchases be sufficient. After some discussion the Board indicated that written guidelines would be sufficient. Holland asked for the Board's approval to formulate the written guidelines for employee purchases of library materials. Fodick and Akason said that they would like to see a draft of the written guidelines before giving their approval. Holland will present a copy of the written guidelines for employee purchases of library materials at the April Board meeting. Holland said that she is still finishing up the detailed timeline for the implementation of the long-range plan.

Materials Recovery: Holland told the Board that she recently had a meeting with Rose Anne Mefford, the new Mahaska County attorney. Mefford indicated a strong support for the library's Materials Recovery Initiative. Holland and Mefford worked together to set a cut off date at which materials would be replaced and long overdue materials would no longer be taken back by the library. **Facility:** Holland told the Board that the Disaster Planning Committee has been established. The committee is made up of Holland, Paulette Groet, Mike Calzaretta, Cindy Godlove, and Richelle Holle. Holland said that the committee has met and everyone has assignments for the next meeting.

Miscellaneous: Holland said that overall circulation is up by 6% from a year ago. Holland told the Board that the Library Foundation recently held their first meeting in two years. The Foundation has agreed to fully fund Oskaloosa Reads. The Foundation is providing continuing education money for two of the library's staff members, Paulette Groet and Marion Gaughan. Akason asked about the insurance expense on the budget report. Holland explained that the additional insurance expense is to cover the library's volunteers as they work for the library.

Committee Reports

Policy Committee: None

Staff Committee: None

Finance Committee: Hoyt told the Board that she and Holle met as part of the Finance Committee. She said that she was bringing the issue of what to do with the income from the Moyer Bequest investment to the whole Board for their input. Hoyt said that she has gotten from Holland a record of what the materials budget has been over the past years. Hoyt suggested that the income from the Moyer Bequest investment could be re-invested or it could be used as additional funds for the library or part of the income could be invested and part used to fund the library. After some discussion, Akason asked Hoyt if she could list some of the possible options for dealing with the income from the Moyer Bequest investment and bring that list to the next Board meeting in April. Fosdick suggested conveying back to the different estates and trusts how helpful and beneficial these funds are to the library.

Budget Committee: None

Planning Committee: None

Technology Committee: None

Space Usage Committee: Holle told the Board that she has heard several compliments on the newly re-decorated Teen Room. The room seems to be popular for all ages. People are pleased that the genealogy collection is on the middle floor. Van Devender asked Holland if the extra carpeting left over from the library's addition and renovation could be used on the main stairs to refresh the entrance to the library. Fox said that at the time of the building project an additional 13% of carpeting was purchased for the purpose of redoing the stairs when needed. Holland thanked Van Devender for bringing up the idea.

Unfinished Business: None.

New Business

Bar codes: Holland asked the Board for approval to purchase bar codes, which are put on all circulating and non-circulating items in the library. Motion was made by Van Devender, seconded by Holle, to approve the purchase of bar codes. Motion passed.

Request for Removal of Material: Holland reported to the Board that she had received a request for the removal of the book The Costume Party by Victoria Chess. Holland said that in following library policy, a review committee was appointed by the Board president to review the material. The recommendation of this committee is then brought before the entire Library Board at the next regular meeting to be voted on. The recommendation of the review committee was to retain the book in the library's collection. Motion was made by Akason, seconded by Fosdick, to honor the request of the review committee to retain the book in the library's collection. Motion passed. Mylon Stark, a member of the public, spoke to the issue. Stark said that he believed that the request to remove the book is the symptom of a larger issue. He commended the Board for their uniform response to such requests. He said that he does not believe that it should be the position of the Board or the Director to tell individuals what they can or cannot have access to. Access to media should be up to the individual. Holle applauded the Board for having a policy and procedures in place to deal with these requests. Holland said that she and Fox attempt not to censor at the selection level. Holland said that a letter would be sent to the person making the request to inform them of the Board's decision.

Financial Report/Approval of claims: Motion was made by Akason, seconded by Stark, to approve the payment of the March claims. Motion passed.

Public Input: Linda Fox told the Board that Library Director Suzann Holland has been published in a book entitled Local and Regional Government Information: How to Find It, How to Use It edited by Mary Martin. Holland wrote a chapter on "Municipal, County, and Regional Government Archives".

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