

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – MAY 22, 2006 - 4:00 P.M.

The meeting was called to order by President Sue Hoyt. Board secretary Susan Hasso took roll call with Trustees Bill Akason, Larry Fosdick, Peggy Grafke, Anita Meinert, Barbara Stark, and Beverly Van Devender present. Also present were Library Director Suzann Holland and Library Technician Paulette Groet.

Minutes: Motion was made by Akason, seconded by Meinert, to approve the minutes of the April 24, 2006, Board meeting. Motion passed.

Correspondence: Holland shared with the Board several pieces of correspondence received by Linda Fox, Youth Librarian.

Director's Report

Monthly Report and Statistics: Holland told the Board that circulation in both the adult and children's departments was down slightly from a year ago. In looking at the last few months, Holland said that the decrease in circulation is due to normal fluctuation. She is not concerned about the decrease at this time. Holland told the Board that the library issued 128 new library cards. Holland also said that computer usage is high.

Budget Summary: Holland reported that the budget was 82% spent with a theoretical target of 83%. If payroll is removed, then the budget is 87% spent with a theoretical target of 83%. Holland said that the budget would remain tight for operating supplies through the end of the year. Holland explained that the invoice from Iowa Water Management Corp. was for testing the water in the boilers and for maintenance on the water.

Youth Librarian's Briefing: Since Youth Librarian Linda Fox was on vacation, Holland reported to the Board. Holland said that April circulation was down for the children's department, especially in nonfiction. However, program attendance was up, especially for in-house programs. Fox gave a number of book talks during the month along with presentations on Summer Reading. Several of the preschools made trips to the library. Fox had a graduation party for the graduating seniors on the Teen Advisory Board. Holland told the Board that this year's Summer Reading program would run from June 5 through July 21.

Library Technician's Briefing: Paulette Groet, Library Technician, reported that she has received the E-rate funding commitment decision letter. The estimated cost for telecommunications services is \$1154.52. Groet said that the library can expect a refund of \$808.16. Groet told the Board that she has E-rate form 486 ready to be filed on July 1, 2006. Groet said that the courtesy email notices are working very well. While the notices say that one does not need to reply, the library has received two return emails thanking the library for notifying them that their items were due the next day. Groet thanked Board member Barbara Stark for donating a color printer and laptop to the library. Groet informed the Board that she has been appointed to the Library Board of Trustees for the Eddyville Public Library.

Other

Personnel: Holland told the Board that she will be hiring another part-time library assistant in the coming weeks.

Collection: Holland reported that the library has received quite a bit of money this month. The library received \$20,000.00 from the Dorothea Schulz bequest and a donation of \$5,000.00 from James France. The library also received a second donation of \$1000.00 from James France in memory of Warren France. There have been other donations in memory of Warren France.

Programming: Holland told the Board that the Oskaloosa Reads Special Edition would launch early this summer as part of Main Street Oskaloosa's celebration of its 20th anniversary. The library and Main Street will be co-hosting the movie at Penn Center Theater on July 16th at 4:00 p.m. Holland also told the Board that she has learned that Randy Wright is able to screen movies at the Dailey Auditorium. This may be a possibility in the future.

Planning and Policy: Holland told the Board that she is continuing to write the disaster response plan manual. Holland said that she hopes to have everything with the project wrapped up by August. Holland

also said that she is expecting to make some revisions to the Meeting Room Policy next month and then forward those revisions to the Policy Committee.

Facility: Holland told the Board that the library is having boiler problems and may need to replace one in the next few months. Holland explained that the expected lifespan of the boilers is 10 years and the boilers are reaching that mark. Akason asked if this boiler is the same one that has already been repaired. Holland said that personnel from the Baker Group would be on hand at a future meeting to explain the situation.

Patron Issue: Holland informed the Board that a letter with the Board's stipulations had been sent to the patron from last month's meeting. At this time the fines are still unpaid, and the patron has not taken advantage of the Board's proposal.

Color Copier: Holland reported that she has started the process to lease a color copier for public and staff use. The library would have the option to eventually purchase the copier or to opt out of the lease at various intervals during the leasing period. The cost would be \$250.00 a month/ \$3000.00 a year. Since there is not enough in the copier fund at this time and since the copier would not be in the rotation for scheduled replacement, the library would charge \$1.00 a page for color copies to cover the cost of the copier. The color copier would be placed on the second floor. Holland said that she is getting quotes from IKON and Premier Office Equipment. The question was raised as to how much is budgeted for printing. Holland said that this year the library has spent \$1250.00 on printing, which included the OPL @ HOME manuals and the Long-range Planning brochures. The Board asked Holland to bring the leasing contract and the maintenance agreement back to the Board at the June meeting so they could look at them. As a side note, Akason thanked Holland for putting a small table next to the black and white copier on the second floor for patrons to use.

Committee Reports

Policy Committee: None

Staff Committee: None

Finance Committee: None

Budget Committee: None

Planning Committee: None

Technology Committee: None

Unfinished Business

Staff In-service: Holland told the Board that the May 17th staff in-service was very good and beneficial to the staff. Holland thanked the Board for allowing the library to be closed in order to provide time for the in-service.

Off-site Storage: Holland told the Board that she has found temporary off-site storage for a few months at the site of the old Lincoln School. The storage is free. Items to be stored include shelving, furniture, carpet, Christmas decorations, etc. As a result of the fire inspection, items currently stored in the boiler room and the AHU room need to be removed.

New Business: Board member Beverly Van Devender brought up an issue of concern to the Board. Van Devender explained that the Library Board's by-laws state that three unexcused absences results in that person's removal from the Board. Van Devender encouraged Board members to call the Library Director or the Board President if they are unable to attend meetings. Van Devender said that members being absent from meetings hurts the Board. It is difficult to get a quorum, and members should be there to offer input when the Board is making important decisions concerning the library. Hoyt said that she would contact Board members by email.

Financial Report/Approval of claims: Holland presented the May claims for the Board's approval. Fosdick asked for what use the Moyer money was designated. Holland explained that there were no restrictions on the use of the Moyer bequest. Holland told the Board that the library has purchased a new vacuum to replace one that no longer works. Holland also reported that cell phones were obtained for the Disaster Team leader, Paulette Groet, and the Building Manager, Mike Calzaretta. The library purchased a basic plan with the phones being used for specific purposes and work related situations. Motion was made by Meinert, seconded by Van Devender, to approve payment of the May claims. Motion passed.

Public Input: Akason recommended to the Board the book about Peggy Lee entitled Fever: The Life and

Music of Miss Peggy Lee. Akason said that there is quite a bit of information about Max Bennett, one of Lee's musicians, who was from Oskaloosa.

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

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board