

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

The meeting was called to order by President Richelle Piphon-Holle. Roll call was taken by Board Secretary Susan Hasso with Trustees Bill Akason, Darren Dykstra, Larry Fosdick, Anita Meinert, and Beverly Van Devender present. Also present were Library Director Suzann Holland, Youth Librarian Linda Fox, Library Technician Paulette Groet, and Building Manager Mike Calzaretta.

Motion was made by Akason, seconded by Dykstra, to approve the minutes of the October 23 Board meeting. Motion passed.

Correspondence: None.

Director's Report

Personnel & Staff Development: Holland told the Board that one of the daytime pages has quit due to schedule incompatibilities. A new daytime page, Linda Bruxvoort, has been hired. Holland told the Board that library staff member Susan Hasso has registered for a young adult services course through the University of Wisconsin. Holland said that library staff member Cindy Godlove has recently had surgery and will be gone for several weeks. Holland told the Board that the rest of the staff is covering for Godlove while she is gone.

Collection Development: Holland told the Board that she is ready for the collection shift, and she will be asking for approval for a late opening later in the meeting. Holland reminded the Board that the shift would involve reversing the nonfiction and moving the large print fiction to the end of the regular fiction. Holland said the collection refurbishment continues in both the adult nonfiction and the children's collections.

Budget Summary: Holland told the Board that at the end of the fourth month of the fiscal year, the budget is 36% expended with a theoretical target of 33%. Holland said that the library is running extremely high on supplies. The primary reasons are the number of replacement items coming into the building and the high cost of the 3M security processing for those items. Holland said that as the budget process begins this month, the Budget Committee would do some projections to determine if we need to ease up on replacements for this fiscal year. Holland told the Board that lighting has also been a huge expense for the last few months. All of the ballasts and bulbs seem to be going out at once. Holland said that she is waiting for the budget paperwork from City Hall so that she and the Budget Committee can make amendments to this year's budget and put together next year's numbers.

Patron Services: Holland told the Board that the new Patron Services Committee has met twice to brainstorm new ways to improve the patron experience. Holland told the Board that they each should have received a feedback form to provide their thoughts on these ideas. Holland asked the Board to please return the forms to her by Friday, Dec. 1.

Friends & Foundation: Holland reported that there is no word from the Foundation on any scheduled meetings. Holland told the Board that the Friends group elected officers at the last meeting and approved funding for several items. Officers for the Friends are President Mike Owsley, 1st Vice-president Michael Parks, 2nd Vice-president Sherry Lippert, Secretary Reba Gaughan, Treasurer Stacey Raymie, and Members-at-large Nancy Brown and Ray Provenzano.

Programs & Projects: Holland told the Board that courtesy of the Friends, the library has a new readers advisory database that she is hoping to launch next week. Holland said that Greenwood Press's Readers Advisory is much less expensive and more user friendly than Novelist, which the library used several years ago. Holland told the Board that she is still waiting on the final decision

on funding for the Mahaska Memory Project. If funding were approved, the pilot phase of the project would be done at Arrow Quick. Then the project committee would seek federal funding to continue the project, which would be housed at William Penn University. Holland said that the library officially moved to Google Calendar for the meeting room schedule. The transition was very smooth, and the no-cost product seems to be working very well.

Monthly Report and Statistics: Holland reported that the statistics for October look fabulous. Circulation for the Adult department was up 11%, and circulation for the Children's department was up 10%. Computer use was up 16%, and new patron cards were up 19%.

Budget Summary: Holland asked the Board to look at the budget report for the Library Maintenance Fund. Holland explained that the reason the budget is showing 119% expended is because the cost of replacing the new boiler was taken out of the budget. The money from the fund's corpus will not be shifted until mid-year.

Youth Librarian Briefing: Youth Librarian Linda Fox reported that circulation in the Children's department was up due to fiction books. Fox said that program attendance was also up by 468 from last year. Fox told the Board that she made 38 classroom visits and 13 preschool visits during October. Fox said that the teens are busy working on the float for the Lighted Christmas parade. Fox attended an ILA planning session for GAC (Governmental Affairs Committee) in Grinnell. Fox also presented a program on Children's Services to the Sunrise Kiwanis. Piph-Holle asked Fox if there were any problems with registering children for programs. Fox said that program registration was going well. Fox has had a good turn out of volunteers to help with programs. Akason asked about grandparents registering children for programs. Fox said that whoever brings the child is able to fill out the registration form.

Library Technician Briefing: Library Technician Paulette Groet reported that OCLC did their conversion on November 12th, and the library had no problems. Groet said that on Wednesday she and Julie Hanson from Wilcox Library would install the patch that converts 10 digit ISBNs to 13 digits to the library's system. Groet told the Board that she has been training the new library page, Linda Bruxvoort. Groet said that in October she set up an account with Access Newspaper Archives; however, the site was very slow and articles were difficult to find. Groet said that she will wait until after the first of the year, and hopefully some of the problems will be worked out. Groet told the Board that there was a suggestion to have the library's web page be the first page to pop up on wireless computers used in the library. Groet said that she is working with Arrow Quick to make that happen. Both Fosdick and Dykstra suggested having wireless users register with their name, address, and email in order to track wireless Internet usage. Groet told the Board that she has almost finished the 471 form for E-rate this year.

Building Manager Briefing: Building Manager Mike Calzaretta told the Board that the Christmas decorations are up. Calzaretta reported that when the Baker Group replaced filters during their regular maintenance, they said there was a problem with dust. The north side of the building is the worst because of the street traffic. Baker Group suggested that Calzaretta replace the filters between the Baker Group visits. Calzaretta said he is also setting up a regular dusting schedule. Calzaretta told the Board that he only has an hour and a half of unscheduled time each day to do additional upkeep and maintenance on the building. Holland said that she might have to ask City Manager Don Sandor to have Calzaretta back from City Hall. This would give Calzaretta an additional 5 hours a week to work at the library. Calzaretta said that he is updating the lists of tubes, bulbs, and ballasts. He told the Board that on Friday he hopes to have his electrical certification. Calzaretta said that he is working on the coin-op for the first floor copier. Dykstra said that Musco has a scissor lift that could be used to change the lights in the library foyer.

Committee Reports

Policy Committee: None

Staff Committee: None

Finance Committee: None

Budget Committee: None
Planning Committee: None
Technology Committee: None

Unfinished Business: Anita Meinert moved to hold a closed session under Iowa Code Section 21.5(1)(i) to evaluate the professional competency of an individual whose performance is being considered. Larry Fosdick seconded the motion. Ayes: 6 Nays: 0.

Whereupon Board President Richelle Piph-Holle declared said motion approved. The meeting adjourned to closed session at 4:55 p.m. and reconvened to open session at 5:15 p.m. Motion was made by Akason, seconded by Meinert, to accept the recommendation of the staff committee. Motion passed.

New Business: Holland requested that the Board approve a 1:00 p.m. opening on Friday, December 15th to shift the collection. Holland told the Board that the nonfiction would be reversed to match the fiction. The large print collection will be moved to the stacks for easier accessibility, and the Adult Basic collection will be inserted in the stacks between the fiction and the genre fiction. Holland said that she would communicate the closing to the public through the Herald, KBOE, the library's web page, and signs throughout the library. Motion was made by Akason, seconded by Meinert, to approve the 1:00 p.m. opening on Friday, December 15th for the collection shift. Motion passed.

Financial Report/Approval of claims: Piph-Holle called for a motion to approve payment of the November claims. Meinert asked about the invoice from Ideal. She was wondering for what the cement was used. Since Calzaretta was not present at that time, there was not an answer to the question. Motion was made by Meinert, seconded by Akason, to approve payment of the November claims. Motion passed.

Public Input: None

Trustee Darren Dykstra apologized to the Board for his lack of attendance. He thanked the Board for reaching out and communicating with him. He also thanked the Board for welcoming him back.

Holland told the Board that so far there is only one application for the county Board position vacated by Sue Hoyt.

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

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board

