

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – October 23, 2006 -- 4:00 P.M.

The meeting was called to order by Vice-president Richelle Piph-Holle. Roll call was taken by Board secretary Susan Hasso with Trustees Bill Akason, Peggy Grafke, Anita Meinert, and Barbara Stark 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 Meinert, to approve the minutes of the September 28, 2006, Board meeting. Motion passed.

Correspondence: Holland presented to the Board a complimentary letter for Linda Fox from a teacher. Piph-Holle read the letter to the Board. Holland also presented Board Trustee Sue Hoyt's resignation from the Board. Fox said that she had received other thank-you notes from students.

Director's Report

Personnel & Staff Development: Holland reported that five staff members attended the Iowa Library Association conference in Council Bluffs. She said that this year two of the library's long-term part-time employees were able to attend the conference. Holland said that the conference was a good learning experience for them. Holland told the Board that Library Assistant Michael Owsley would complete the Public Library Management 1 course later this month. Building Manager Mike Calzaretta is working on getting his electrician certification.

Collection Development: Holland told the Board that she is making good progress this month on the adult non-fiction weeding and refurbishment. She is about to begin the 600's.

Budget: Holland told the Board that the library has received over \$5,000.00 in donations in memory of Mary Rielly. Holland said that half would be used for children's materials, and the other half would be divided between adult and teen materials. Holland said that at the end of the third month of the fiscal year, the budget is 28% expended with a theoretical target of 25%. Holland said that the library was running very high on supplies, and she will be keeping a closer eye on that.

Patron Services: Holland told the Board that Books on Wheels, the library's program of delivering materials to the homebound, has grown enough to warrant an additional volunteer. Holland said that she is creating a Patron Care Committee to look at ways to improve customer service for the library's patrons. Holland said that a number of staff members have volunteered for this committee, and Piph-Holle is also joining the committee. Holland told the Board that overall circulation is up 1% over that same month last year with desk reference up 29%, computer usage up 19%, and the issuance of new cards up 27%.

Programs & Projects: Holland told the Board that she is working on two new Food for Thought programs to be scheduled before the holidays. Holland reported that the George Daily Trust met to consider the grant application for the Mahaska Memory Project. Holland said that action on the grant was tabled when a committee member mentioned that Arrow Quick might be doing a similar project. Holland said that the lead team would confirm the major differences between the projects and provide clarification to the Trust. Holland told the Board that if approval is not granted, the three participating institutions might launch a small capital campaign to raise the \$12,500.00 needed for the pilot phase.

Friends & Foundation: Holland informed the Board that an informational meeting was held on Thursday, October 19, to try to reorganize the Friends Group. Holland said that the meeting was

well attended, and there seems to be enough interest to start over. Meetings will be held on the 3rd Thursday of the month at 5:30 p.m. Holland reported that there is no word from the Foundation on any scheduled meetings.

Odds & Ends: Holland told the Board that she has been testing the feasibility of using Google Calendar as a no-cost electronic meeting room scheduling option. Holland said that she would be giving a demonstration for the staff on Thursday, October 26, to get feedback. Holland told the Board that Paulette, Cindy, and she are working on an intranet solution to provide more efficient access to frequently accessed web-based tools for reference desk staff. Holland told the Board that they should have received a copy of the library's annual report to the city. Holland said that at the last meeting Trustee Larry Fosdick asked why the budgeted amount for the memorial fund is so high. Holland explained that after checking with the City Clerk, Holland found that because the donation-based fund is so unpredictable, the library overshoots the budget amount to avoid forcing the council to amend the library's budget mid-year if donations are more than expected. Holland informed the Board that on Thursday, November 2, at 5:30-7:30 p.m., the State Library would offer an ICN session for trustees on library governance and funding. Holland said that any Board members interested in attending should contact her. Holland told the Board that Susan Hasso, Board secretary and library administrative assistant, has volunteered to create an orientation program for our trustees, which will be offered to our incoming board members after the first of the year, as well as anyone else who wishes to attend.

Youth Librarian Briefing: Youth Librarian, Linda Fox, reported to the Board that circulation for the Children's Department was down by 200 items from last year. Fox explained that in analyzing the stats, circulation was down by 208 in fiction and up by 103 in non-fiction. There was also a drop in the circulation of VHS tapes that was not picked up in DVDs. Program attendance was up by 78 from a year ago. Fox said that this was due to increased school visits. In October she visited 34 classrooms and 10 preschools. Fox said that a former library "kid" who is now attending classes at DMACC interviewed Fox about collection development in the children's department and about challenged materials. Fox told the Board that she had compiled a timeline of Oskaloosa history for third grade classes at the elementary school. Fox reported that about 40 people attended the library's 5th Annual Cemetery Walk at Forest Cemetery on October 8. Fox complimented the teens involved for doing a wonderful job. Fox told the Board that she along with Paulette Groet, Susan Hasso, Davie Ann Mart, and Mike Owsley attended the Iowa Library Association Conference. Fox then reported on the reception at the Council Bluffs Public Library, several of the sessions that she attended, and the vendor exhibits that she visited. Fox said that the conference was excellent with a full slate of programs. Fox said that in November the teens will be planning and preparing a float for the Lighted Christmas parade. Fox will be attending an ILA Conference planning committee meeting on November 3. Fox will be giving a presentation to the Sunrise Kiwanis as well as visits to classrooms and preschools.

Library Technician Briefing: Library Technician, Paulette Groet, reported to the Board that she is constantly busy. She said that she has attended two webinars (presentations on the web) about the change from a 10 digit ISBN to a 13 digit ISBN, which is called an EAN. Groet said that she would be meeting with the other library cataloguers (Gaughan, Fox, and Hasso) to discuss this change. Groet told the Board about several of the ILA conference sessions that she attended. Groet said that the session on Emergency Preparedness gave her some additional ideas for the library's disaster plan. Groet explained that BCR (Bibliographical Center for Research), which is an intermediary organization between OCLC (Online Computer Library Center) and its subscribers, would be making changes in their accession numbers. This change may affect the library's OPACs (Online Public Access Computers). The representative from OCLC told Groet to wait to see what happens. OCLC is the organization from which the library gets all of their cataloguing records. Groet told the Board that she has filed E-rate Form 471 for FY 2007-2008. She has not yet seen an E-rate credit on our current phone bills, and she has a call into MCG. Holland encouraged Groet to share her recent appointment. Groet told the Board that she had

been appointed to the Southeastern Library Services Area Board of Trustees. Holland said that this is a great honor for Groet and the library.

Holland then asked Library Administrative Assistant Susan Hasso to share with the Board some thoughts on her experience at the ILA conference. Hasso told the Board that she had attended a session on technology in libraries and how that technology can better serve those patrons 18-29. Hasso also told the Board about a session on security in libraries and human rights. Hasso said that the speakers in the session stressed the importance of staff safety. Hasso said that she appreciated the opportunity to attend the conference. It was very informative.

Building Manager Briefing: Building Manager, Mike Calzaretta, told the Board that he is waiting for bids for some architectural stone work from Shankster and Terpstra masonry companies. Calzaretta said that he had installed a lock on the microfilm cabinet in the Genealogy Room, and he has ordered new lockable-keyed door locks for the restrooms on the first floor. Calzaretta explained that currently if someone locked himself or herself in the bathroom, no one would be able to open the doors from the outside. Calzaretta told the Board that he had set up the new fish tank in the Children's department. Calzaretta reported that he has received 4 bids for painting the band work around the building. Calzaretta said that the band work is not wood, but an expandable foam that is installed in a form. He recommended waiting until spring to paint since it is now so late in the season. Calzaretta said that the band work would need a light power wash in the spring before painting. Calzaretta informed the Board that he has begun studying to obtain an electrical permit to be able to do electrical work in the library. Calzaretta told the Board that he had received a bid from Vernon Bascom Co. for tuck-pointing around the building. Stark asked about cleaning the carpet in the library. Calzaretta that he would need to buy or rent a carpet cleaning machine, and he would need to do it over a 3-day weekend to allow for drying. Calzaretta said that the library has a spot-cleaning machine, and he is currently using that to clean dirty spots on the carpeting.

Committee Reports

Policy Committee:

a. Adoption of Cell Phone Policy: Motion was made by Akason, seconded by Grafke, to postpone discussion of the Cell Phone Policy. Motion passed.

b. Adoption of Children's Programming Policy: Youth Librarian, Linda Fox, explained to the Board that the Children's Programming Policy came from an incident that occurred during last summer's Summer Reading program. Fox said that in order to protect the volunteers and the paid staff that work with children, there should be two adults in each program. If Fox is doing the program, then she will bring in a volunteer adult. However, if the person giving the program is a volunteer, then a paid staff member will be present in the program. Fox said that the new policy would protect children, volunteers, and staff. Fox went on to say that the policy would probably be tweaked as time goes on. Stark asked if there is no second person available, will the program be cancelled. Fox said yes. Fox will also be registering all the children who attend programs at the library. Motion was made by Stark, seconded by Grafke, to approve the Children's Programming Policy. Motion passed.

Staff Committee: None

Finance Committee: None

Budget Committee: None

Planning Committee: None

Technology Committee: None

Unfinished Business:

a. Closed Session: Motion was made by Akason, seconded by Meinert, to postpone the Closed Session. Motion passed.

New Business

a. Acceptance of resignation of Board President Sue Hoyt: Holland read the resignation letter from Sue Hoyt to the Board.

b. Election of Board President: Piph-Holle opened the floor for nominations for Board president. Motion was made by Akason, seconded by Meinert, to nominate Piph-Holle as president. Being no other nominations, motion was made by Meinert, seconded by Grafke, to close the nominations. Being only one nomination, Piph-Holle is the new Board president.

c. Election of Board Vice-president: Piph-Holle opened the floor for nominations for vice-president. Grafke moved, seconded by Akason, to nominate Barbara Stark. Stark moved, seconded by Akason, to nominate Anita Meinert. Meinert moved, seconded by Grafke, to close the nominations. A vote was taken by show of hands with the following results: Stark 2, Meinert 1, and 1 abstention. Stark is the new vice-president.

d. Removal of Trustee Dykstra under Bylaws Section 2, Letter B: Holland told the Board that she did not know if Trustee president Sue Hoyt had spoken with Dykstra concerning his absences from Board meetings. Akason said that he felt that the proper way to handle the situation was to speak with Dykstra first. Piph-Holle said that she would talk with Dykstra. The agenda item concerning Trustee Dykstra was postponed.

e. Approval of Revised Bylaws: Motion was made by Akason, seconded by Meinert to approve the revised Library Board bylaws. Motion passed.

f. Approval of painting/repair of exterior molding: Based on the opinion of Building Manager, Mike Calzaretta, the Board decided to postpone the painting and repair of the exterior molding. Calzaretta said that the bids would be good through the spring.

Financial Report/Approval of claims: Akason asked about the cost of the ballasts and their lifespan. Calzaretta said that there is one ballast for every two bulbs, and they have a 35-year guarantee. Meinert asked about the cost of the Oskaloosa Herald on microfilm. Holland explained that the annual standing subscription is more expensive because Heritage Microfilm is creating the microfilm from the hard copies of the newspaper. Individual replacement rolls are less expensive because Heritage Microfilm is copying them from existing rolls of microfilm. Akason asked about General fund line item #6414 Printing being 304% spent. Holland explained that some of the cost was the OPL @ HOME booklets. She said that funds could be moved between lines. Motion was made by Meinert, seconded by Stark, to approve payment of the October claims. Motion passed. Holland gave the Board a letter from Jessica Hobbs of the Baker Group concerning the installation of a water meter on the make-up water line. In the letter Hobbs also recommended scheduling a visit with Trane for an evaluation of the library's automation. Lastly, Hobbs suggested that a switch to shut down all of the boilers or "kill switch" could be installed by a local electrical contractor rather than a technician from the Baker Group. Holland said that the letter was informational only. She would have a proposal for the Board at next month's Board meeting.

Public Input: None

Adjournment: Motion was made by Meinert, seconded by Grafke, to adjourn the meeting, Motion passed.

The next meeting will be held on Monday, November 27, 2006, at 4:00 p.m. in the library's meeting room.

