

# MINUTES

## OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES

### MONDAY – SEPTEMBER 25, 2006 -- 4:00 P.M.

President Sue Hoyt called the meeting to order. Roll call was taken by Board secretary Susan Hasso with Trustees Bill Akason, Larry Fosdick, Peggy Grafke, Anita Meinert, Barbara Stark, 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.

**Minutes:** Motion was made by Akason, seconded by Stark, to approve the minutes of the August 28, 2006, Board meeting. Motion passed.

**Correspondence:** None

#### **Director's Report**

**Monthly Report and Statistics:** Holland told the Board that circulation for the Adult Department has been up the last two months from the previous year. However, circulation for the Children's Department has been down slightly. Holland said that desk reference and phone reference are up, which is opposite of the national trends. Holland said that librarians have a relevant role in helping patrons evaluate information found on the Internet. Van Devender said that not everyone has a computer or computer access.

**Budget Summary:** Holland told the Board that the budget is 20% spent with a target of 16%. Holland said that it is normal to spend heavily at the beginning of the fiscal year. Fosdick asked two questions concerning the Memorial Fund. The first question was how the budget of \$98,500.00 was arrived at? Fosdick also asked what the spending plan was for the Memorial Fund. Holland said that she would check with the City Clerk concerning the amount budgeted and report at next month's Board meeting. Holland said that due to her weeding and refurbishing of the nonfiction collection, the amount spent on materials is greater at this time.

**Personnel:** Holland told the Board that the library has a new evening page, Jennifer Norgaila. Norgaila has library experience, and she has been accepted into library school in Connecticut. Norgaila will be pursuing her MLS (Masters in Library Science) online. Holland welcomed Building Manager Mike Calzaretta to the Board meeting for the first time. Holland said that with more attention focused on the building, she thinks that it is important that he be here to answer questions. Holland told the Board that part-time library assistant Mike Owsley is taking certification classes. Holland said that Library Technician Paulette Groet also has some exciting news in her report.

**Collection:** Holland told the Board that she is spending about half of her time weeding and refurbishing the nonfiction collection, in preparation for the realignment of materials coming up this fall. Holland said that she is now in the 400's.

**Programs and Projects:** Holland told the Board that *Oskaloosa Reads* is going well. The book discussion will be held September 30<sup>th</sup> and the film screening will be October 9<sup>th</sup>. Holland also told the Board that the Mahaska Memory Project grant would be submitted Tuesday, September 26, 2006 to the Daily Trust. Holland said that Board president Sue Hoyt had signed a letter of support drafted by Holland, which will join letters from the presidents of William Penn University and the Mahaska County Historical Society.

**Facility:** Holland told the Board that beginning with this Board meeting, she would be deferring to Building Manager Mike Calzaretta on all Board questions related to the facility.

**Friends and Foundation:** Holland told the Board that there is no word from the Library Foundation on any scheduled meetings. Holland said that the Friends of the Library board held a

meeting to discuss disbanding the group. Holland said that she has found someone to take over temporarily and reorganize the group. Holland and Trustee Barbara Stark will be meeting with this person on Thursday.

**Miscellaneous:** Holland told the Board that the new color copier has arrived and the staff is putting it to good use. Holland said that the copier should be networked later this week so that the staff can print to the copier. Holland said that the Disaster Response Manuals have been completed and distributed to the team to keep in their vehicles. Calzaretta is finishing up stocking the response trunk. Holland told the Board that she is working on the annual reports for both the city and state. Holland said that she has trustee handbooks to distribute to those trustees that do not already have one.

**Youth Librarian Briefing:** Linda Fox, Youth Librarian, reported that August circulation for the children's department was down from last year. The major drop happened in both fiction and nonfiction. DVD's and audio books were the only categories that showed a gain from last year. Fox said that program attendance was up from last year because programs began the last week of August due to the early start of school. Fox said that she had given a story telling session in the park before the Thursday night Bandstand Music concert. Fox reported that for September, attendance for in-house programming is good. Fox took books to 32 elementary classes and 9 preschool classes in September. Fox told the Board that she attended the ALSC (Association for Library Service to Children) conference in Pittsburgh. The pre-conference was on "Legal Issues Affecting Policies in Children's Services", which dealt primarily with copyright issues, unattended children's policies, and ADA compliance. Fox said that she was amazed at how many libraries are Internet filtered statewide to receive federal funding. Fox also attended sessions on improving service to our increasing Hispanic population and to special needs children at the library. Fox said that two of the conference speakers were children's authors Susan Campbell Bartoletti and David Wiesner. Fox said that it was a very good conference, and she thanked Holland for bringing it to her attention and encouraging her to attend. Fox reported that the Teens are busy planning the annual Cemetery Walk for Sunday, October 8, at 3:00 p.m. The Teens are also brainstorming ideas for the Christmas parade. In October Fox will be attending the Iowa Library Association conference in Council Bluffs. She will be attending a pre-conference session on Bibliotherapy for children. Fox will be doing a History of Oskaloosa program for 3<sup>rd</sup> graders in October.

**Library Technician Briefing:** Paulette Groet, Library Technician, reported to the Board that she has been very busy inputting all of the new materials onto the system. Groet said that she has been training the new page, Jennifer Norgaila. Groet also mentioned that Norgaila has been accepted in the Masters of Library Science program in Connecticut, and she will be taking classes online. Groet told the Board that she has filed the 470 Form for Erate. Groet said that she had added cell phones to the form. Groet explained that there is a required 28-day waiting period after bids for phone service are received. However, since the City has a blanket agreement with MCG, that is the company that the library will use for their phone service. Groet told the Board that she has been chosen to chair the Publicity Committee of the Prairie Land SirsiDynix Users' Group. Groet has also received an invitation to join Southeastern Library Service Area Board.

**Building Manager Briefing:** Mike Calzaretta, Building Manager, presented to the Board a written report along with color pictures of areas around the building that need attention. Calzaretta reported that he has contacted Terpstra Masonry and Shankster Masonry to inspect the stonework and tuck pointing issues around the building. Calzaretta explained that the corner stone on the southwest corner of the building is pushing out. Calzaretta also said that the wooden dress cap around the building needs to be scraped, caulked, primed, and painted. This includes the front entrance columns and ornamental work overhead. Calzaretta had pictures of the building before, during, and after the power washing. He said that the building looks much better since the power washing. Akason asked how often the building needs to be power washed. Calzaretta said that that decision was a judgment call, but the building probably should be power washed every

couple of years. Calzaretta told the Board that painting needs to be done and the carpets need to be cleaned. While carpet cleaning is expensive, it will help preserve the carpet. He said that he would itemize the cost of repairs and get bids. Calzaretta said that now is the time to paint the wooden dress cap since it is clean from the power washing. Meinert suggested a special Board meeting before the regular meeting the end of October to act on the painting before it is too late in the season to paint. Van Devender asked what the bathroom tile project was. Calzaretta explained that the backsplashes on the bathroom sinks are not tile but Formica particleboard. He is removing the damaged backsplashes and re-tiling them. Calzaretta said that there is a slow draining sink in one of the bathrooms. Instead of removing the entire cabinet to access the sink, he is using a non-corrosive material. Fosdick suggested using a power wash snake to go down into the pipe and unclog it. Grafke commented that it is important to keep the carpets clean if you want the carpet to last. Holland said that Calzaretta is doing a stellar job, and the library is very lucky to have him. Hoyt thanked Calzaretta for a very thorough report.

**Director's Summary:** Meinert informed that Board that Holland is serving on the Musical Heritage committee for the community.

### **Committee Reports**

**Policy Committee:** None

**Staff Committee:** None

**Finance Committee:** None

**Budget Committee:** None

**Planning Committee:** None

**Technology Committee:** None

**Unfinished Business:** None

### **New Business**

**Changes to Library Board of Trustees By-laws:** Holland opened discussion on the changes to the by-laws. She said that in reviewing the by-laws, she discovered that there is already a Building and Grounds committee provided for in the by-laws. Holland said that she is suggesting additional changes to the by-laws. Under Section D, 10 Holland pointed out that instead of keeping a copy of the Board minutes in the Director's office, the minutes are available online on the library's website. Older records are maintained by the administrative assistant. These are available to the public on request. Holland said that she has typically made an oral report to the Board. She will be presenting a written report beginning with next month's Board meeting. Holland also said that under Section E, 2, a, she removed the list of types of materials to be selected. She told the Board she has delegated selection responsibilities for specific areas to other staff members. Fox selects for the Children's Department, and Hasso for the Teen collection. Under Section H, 1, a, Holland said that she removed the wording that the Staff committee would *review the library director's recommendations on permanent appointments with recommendations to the Board*. The Board concurred with this change. Holland also said that she removed section on the Accreditation Committee. Holland explained that this committee is no longer necessary. The accreditation renewal process is very simple and usually handled by the library director. Akason pointed out that under Section C, 2 Duties of Officers, the Board secretary was listed. The Board secretary is the Library's Administrative Assistant and is neither an officer of the Board nor a voting member of the Board. Fosdick suggested adding a Section C, 3 Duties of the Secretary. Holland said that she reworded and moved Section f. *Oversee the use of Lacy funds and other memorial monies and large bequests* from under Section H, 5, f. Budget Committee to the Finance Committee. After a discussion, the Board decided to leave Section f under the Budget Committee and change the wording to read *Oversee the use of memorial monies and large bequests*. Fosdick suggested that the by-laws should include a Technology Committee.

Van Devender asked the Board to look at Section B, 6 concerning trustees who have three consecutive unexcused absences. After discussion, the Board decided to put the issue on next month's agenda. The revisions to the by-laws will be voted on at next month's Board meeting.

**Renewal of Symantec Antivirus:** Holland presented a quotation from ICE Technologies for a two-year renewal of Symantec Antivirus. Holland said that the 2-year option locks in the price. Holland suggested using the interest from the Library's Memorial Fund to pay for the cost of renewal. Groet said that the library has not had any viruses due to Centurion Guard. When computer are shut down at the end of the day. Everything is cleared out. Motion is made by Meinert, seconded by Fosdick, to renew the Symantec Antivirus for the 2-year option paid from the interest from the Library's Memorial Fund in the amount of \$1442.38. Motion passed.

**Financial Report/Approval of claims:** Holland presented the September claims for approval of payment. Holland said that under the Library Maintenance Fund, the invoice from the Baker Group for \$7500.00 was a partial payment on the new boiler. The invoice from the Baker Group for \$7458.26 was from last spring for compressors that needed to be replaced. Jessica Hobb from Baker Group held the bill in an effort to reduce the amount of the bill. Holland said that the bill was reduced by close to \$2500.00. Holland told the Board that this year's budget allotment for the Library Maintenance Fund is \$40,000.00. Motion was made by Van Devender, seconded by Stark, to approve payment of the September claims. Motion passed.

**Public Input:** None.

**Closed Session:** 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. Bill Akason seconded. Due to the fact that the time was late and several Board members had to leave, there was a mutual agreement by the Board and the Library Director to postpone the Closed Session until the next Board meeting. Akason withdrew his second to the motion. Since there were no other seconds to the motion, the motion died. Motion was made by Meinert, seconded by Fosdick, to table the Closed Session until the next Board meeting. Motion passed.

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

The next meeting will be Monday, October 23, 2006, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board