

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – APRIL 23, 2007 -- 4:00 P.M.

The meeting was called to order by Vice-president Barbara Stark. Roll call was taken by Board secretary Susan Hasso with Trustees Bill Akason, Darren Dykstra, Larry Fosdick, Beverly Van Devender, and Diane Van Wyngarden 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 Van Devender, to approve the minutes of the March 26, 2007, Board meeting. Motion passed.

Correspondence: Youth Librarian, Linda Fox, shared with the Board several thank-you notes that she had received.

Director's Report

Monthly Report and Statistics: Holland told the Board that circulation was up 6% in the adult department and down 1% in the children's department. Holland said that overall the library's circulation is high for a library our size.

Budget Summary: Holland reported that the budget for the General Fund is 75% expended with a theoretical target of 75%. Holland further reported that utilities are 66% expended with a theoretical target of 75%. Holland told the Board that the Library Maintenance Fund budget is fully expended for this fiscal year. Therefore, Holland is holding several bills until the next fiscal year. Fosdick asked how much was being held over. Holland said about \$4000.00. Fosdick asked how holding the bills over would affect next year's Library Maintenance Fund budget. Holland said that she is expecting an increase in the allotment for next year, but she has not yet received that figure from City Clerk, Marilyn Miller. Holland expects to receive that information in early August. Holland told the Board that there would be an additional budget report for the Mahaska Memory Project in their budget packets each month.

Personnel & Staff Development: Holland told the Board that interviews for the Mahaska Memory Project assistant position have begun. Holland said that they hope to have someone hired within the next two weeks. Holland reported that the staff in-service provided a great refresher on providing great customer service, provided reference staff a chance to test their skills, and gave the web site team a good overview of potential problems with the library's existing web site. Holland thanked the Board for allowing the Library to close for the in-service. Holland told the Board that she has applied for a short-term fellowship at UNC-Chapel Hill to attend an institute dealing with service to older adults. Holland said that if she is chosen for the fellowship, all expenses would be paid and she would be gone about a week.

Collection Development: Holland told the Board that she is continuing to weed the adult nonfiction collection. Holland said that she has added to the Adult Basic Reader collection, as the new items have proven much more popular than the items in the previous collection. Holland told the Board that she is very low on adult materials funds in these final few weeks before the Leonard James Trust disbursement is received.

Budget: Holland told the Board that this month's budget report reflects the movement between line items to provide a more accurate picture of our status.

Patron Services: Holland told the Board that the Staff Picks wall display is up. Holland said that there is now a hanging sign for the upstairs self-check machine. Holland reported that there is a

complete web site overhaul in the initial planning stages. Holland said that the library is exploring open-source content management systems to keep costs at a minimum.

Friends & Foundation: Holland reported that the next Foundation meeting is scheduled for May 15th at 5:30 p.m., and the next Friends meeting is scheduled for May 17th at 5:30 p.m. The Friends have upcoming fundraisers, which include the sale of OPL logo tote bags and the sale of Oskaloosa oral history CD sets. Holland proposed using the Library Board's July meeting as an opportunity to ask the Friends and Foundation boards to meet with the Library Board to make introductions and exchange goals and ideas.

Programs & Projects: Holland reported that once the Mahaska Memory Project assistant is hired, he/she will move quickly into training. Holland said that she hopes to be in full digitization mode by the second week of May. Holland told the Board that the new Adult Programming Committee is exploring a variety of ideas for adult programming.

Odds & Ends: Holland said that she has scheduled a trustee training for the July Board meeting, at which time there will be four new Board members. Holland told the Board that the library has had some problems with rowdy teens after school. She asked Teen librarian Susan Hasso to explain. Hasso said that between 4:00 p.m. and 6:00 p.m. there has been a problem with a specific group of 8-10 teens, who use inappropriate language and exhibit disruptive behavior. When staff asks them to settle down, they are at times uncooperative. Holland said that she has reiterated to the staff the proper procedures for handling the situation based on our Behavior/Conduct Policy. Holland told the Board that the recent events at Virginia Tech serve as a reminder of the importance of security and safety in a public building. Holland said that she would like to establish a committee to draft a Crisis Management Plan similar to the Building Disaster Plan developed last year. Holland asked for a volunteer from the Board to serve on the committee.

Responding to items in the Director's report, Van Devender asked what an open source management system was? Groet explained that an open source management system would allow the library to have our web site on our own server instead of at MCG. The system would allow the library to make our own changes from multiple sites. Holland said that the library is looking at six different products. Holland said the Technology Committee would review the new re-designed web site before it is finalized. Van Wyngarden suggested that the Crisis Management Plan should come under the Policy Committee. Holland explained that a draft of the Crisis Management Plan would be presented to the Policy Committee before being presented to the whole Board. Dykstra asked about the current status of the Finance Committee, who met and reviewed the Moyer investments. Akason explained that the Finance Committee was made a permanent committee in the Board by-laws. The committee is made up of the Board president, vice-president and two other Board members.

Youth Librarian Briefing: Youth Librarian, Linda Fox, reported that last month's circulation for children's materials was down by only 154 items. Children's fiction and nonfiction rose by 63 items from last month. The decline came from VHS usage and headphones (computer) usage. Fox said that program attendance was up by over 200 from a year ago. In-house programming showed a decline, but outreach to the schools and preschools made the difference. Fox told the Board that she and Groet attended Legislative Day at the State Capitol. Fox said that the teens are helping with the final planning for summer reading. Fox is working with the Book Vault to plan a midnight party for teens on July 20th to coincide with the release of the last Harry Potter book. Fox will be attending and presenting at the Kids First conference in Ames on May 25-27. Fox said that Hasso would be joining her at the conference on Friday, April 27th. Friday is devoted to teens and teen materials in our libraries.

Library Technician Briefing: Library Technician, Paulette Groet, told the Board that in March she updated the cataloging software. On April 4, Groet went in and reset the computer clocks. Groet said that the library's back-up system had not been working. Since April 9, the library is

using Back-up Solutions online. Groet told the Board that on April 11 Arrow Quick added a new hard drive to the server. She said that she installed a new flat screen monitor and privacy screen at the Reference desk. Groet thanked Holland for participating in the LSA Board meeting that was held here at the Oskaloosa Public Library. Groet also commended Holland for the great staff in-service. She said that the presentation on customer service was good, and the exercise testing reference skills was a lot of fun.

Building Manager Briefing: Building Manager, Mike Calzaretta, reported that the men's restroom partition has been installed, and the stall door has been reversed to comply with ADA-2007. Calzaretta said that all of the storm-damaged trees had been cleared up by the street department and the parks department. Calzaretta told the Board that the Tracer system for the HVAC automatically changed its time to DST, so there was no need for the Baker Group to come down. Two gas valves for the no. 3 and 4 boilers were installed by the Baker Group. The Staff Picks display area is complete. Calzaretta reminded the Board that there is only one Board meeting remaining before the possible vacating of Lincoln school. Holland said that she would have several proposals for storage space at the next Board meeting. Calzaretta said that the wet floor alarm has been received, and he is waiting for the Baker Group to okay the installation area. Calzaretta repaired a leak in the staff sink. He informed the Board that there are no shut off handles on any under-sink shut-off valves in the building. If there is a water situation with a sink, all water to the building must be shut off in the boiler room. All employees are trained where to find and how to shut off the water in case of emergency. There is a waterproof list of instructions on said procedure located at the main valve. While this is a real and viable option, Calzaretta recommended finding and installing handles. If that's not possible, he recommended, changing out the shut offs on a timetable that is comfortable with the Board and the contracted plumber. Calzaretta said that he is working with Simplex-Grinnell to install panic buttons at both the circulation and reference desks. This would be a call button to the 911 emergency center of Mahaska County to summon police without having to go to a phone and call. Calzaretta is also checking on the possibility of this being a silent alarm. Calzaretta said that the staff is aware that if the situation warrants, the fire alarm may be pulled to summon the police and emergency services. Calzaretta told the Board that he located the original grout for the restroom tile, and the first floor public areas are completed. Dykstra asked how the situation with the snow blower was resolved. Calzaretta said that he has been using the fire department's snow blower.

Committee Reports

Policy Committee: None.

Staff Committee: None.

Finance Committee: None.

Budget Committee: None.

Planning Committee: None.

Technology Committee: None.

Building and Grounds Committee: Holland said that the committee has tried several times to set a date to meet and have been unable to do so.

Unfinished Business: None.

New Business

3.75% Wage Increase for Part-time Employees: Holland explained that because part-time library employees are not under the jurisdiction of the City Council, the annual wage increase requires a Library Board of Trustees vote. At the April 16th City Council meeting, Council members approved a 3.75% wage increase for nonunion employees. The Library Board of Trustees has traditionally followed the lead of the City Council. Holland asked for a motion to

approve the wage increase. Dykstra asked how many part-time employees the library employed. Holland said there were 6. Fosdick asked if there was money in the budget. Holland explained that this increase would take effect for the next fiscal year. Van Wyngarden asked what Holland was doing about the part-time wages. Holland said that she was not allowing any overtime. Holland explained that with a full time staff member on extended medical leave, she had used more part-time hours. Fox asked if there would be money for a seasonal employee for the Summer Reading program. Motion was made by Akason, seconded by Van Wyngarden, to approve a 3.75% wage increase for part-time employees, effective July 1, 2007. Motion passed.

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

Public Input: None.

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

Respectfully submitted,

Susan Hasso

Susan Hasso
Library Administrative Assistant
for the Board