

# MINUTES

## OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES

### MONDAY – AUGUST 27, 2007 -- 4:00 P.M.

The meeting was called to order by President Richelle Pipho-Holle. Board Secretary Susan Hasso called roll with Trustees Darren Dykstra, Larry Fosdick, Peggy Grafke, Dan Obermire, Mike Sytsma, 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.

**Minutes:** Pipho-Holle called for a motion to approve the minutes of the July 23, 2007, Board meeting. Fosdick asked if on page 2 the phrase “is longer” shouldn’t read “is no longer”. Groet said yes. Hasso said that Van Devender had called in earlier to say that the name Dillon had been misspelled. Motion was made by Dykstra, seconded by Grafke, to approve the corrected minutes of the July 23, 2007, Board meeting. Motion passed.

**Correspondence:** Pipho-Holle shared several thank-you notes with the Board. Trustee Dykstra told the Board that many of the new international people in the community are astonished at the idea of a free library. They are impressed by the professionalism of the staff and the resources that are available to the community.

Pipho-Holle then asked to go around the room and have everyone introduce him or herself.

#### **Director’s Report**

**Statistics:** Holland reported that circulation was down from a year ago. Holland said that the door count was also down for the period. The library continues to issue over 100 new library cards each month.

**Budget Summary:** Holland reported that the budget was 9% spent with a theoretical target of 8.3%. Holland explained that at the beginning of the fiscal year some items are paid in full for the whole year. Fosdick asked about the line item for workman’s comp. Holland explained that the budget and cost for that line item are set by the city. Dykstra asked about the line item for advertising. Holland explained that the Herald charged for the ads for the Summer Reading program. Holland said that those expenses should have come out of the Summer Reading fund instead of the General Fund. When asked about the line item for Operating Supplies, Holland explained that a lot of supplies are ordered at the beginning of the fiscal year. Holland told the Board that she has cancelled the bottled water subscription. Holland asked for a joint meeting of the Budget and Policy committees to meet with City Manager Don Sandor regarding a possible source of income to explore.

**Personnel & Staff:** Holland thanked the Board for the flowers she received when she returned to work from medical leave. Holland told the Board that she has met with the part-time library assistants this month to discuss ways to add some regularity to their schedules. Holland said that Jan Palmer and Chris Louderback, the newest staff members, have completed their training, and they are doing a great job. Holland told the Board that five staff members have signed up for the Iowa Library Association conference in Coralville in October. Holland said that she would be attending the pre-conference on safety in the workplace. Holland said that Board members had noted that improvements could be made to the staff reports presented at Board meetings. Holland then distributed a brief survey to the Board to help identify problem areas.

**Collection Development:** Holland told the Board that she was working on a grant to add a “Green Home” collection to the library. When asked where she was applying for the grant, Holland said that she was looking at a MidAmerican Energy program as well as other possible grant sources. Pipho-Holle suggested a grant web site called Grant Station.

**Patron Services:** Holland told the Board that she is planning on launching a monthly library newsletter for the patrons. The newsletter would be in paper format as well as PDF and RSS feed. Holland said that the State Library of Iowa is offering free training and support on an open source web content management system. Holland told the Board that she will be attending an informational session this Friday and will brief the Technology Committee. Holland reported that the library has a new LCD panel display for looping promotional slideshows. The LCD panel is funded by the Library Foundation.

**Friends & Foundation:** Holland reported that the next Foundation meeting is scheduled for November 13<sup>th</sup> at 5:30 p.m., and the next Friends’ meeting is scheduled for September 20<sup>th</sup> at 5:30 p.m. Pipho-Holle reported that after last month’s Board meeting, the Friends group is pleased that the Board is taking an interest in promoting the Friends of the Library. The Friends would like to increase their membership, and Pipho-Holle encouraged the Board to promote the Friends in the community. Grafke suggested targeting young families. Holland told the Board that the Friends are selling oral history CD sets at \$35.00 to raise money. The Friends’ dinner has been moved back to the spring. Holland said that in addition to the LCD panel, the Foundation is also funding several upcoming library workshops.

**Programs & Projects:** Holland reported that the majority of the scanning for the Mahaska Memory Project has been completed. Holland said that Meredith Collman will now start on the web site and the publicity campaign with a probable public launch of the project in November or early December. Holland told the Board that this year’s Mahaska County Reads is scheduled for September 4<sup>th</sup> through October 8<sup>th</sup>. Holland gave the Board a list of upcoming programs from September through November.

**Odds & Ends:** Holland reported to the Board that the library’s voicemail system is completely down. Holland said that she is gathering estimates for repair or replacement. Holland told the Board that Trustee Dykstra is investigating a VoIP (voice over IP) solution. Holland told the Board that the water cooler in the staff area has been removed. Van Wyngarden asked how Holland planned to market the Mahaska Reads program. Holland said that she is promoting the event with radio PSAs, newspaper ads, brochures, and an LCD display.

**Youth Librarian Briefing:** Youth Librarian Linda Fox reported that program attendance was up by 17 from a year ago. Fox handed out to the Board a Summer Reading report for 2007. Fox then reported on library events in August. Dan Wardell from IPBN was a big success. 152 people attended his two programs. Another very successful program was “Music with Michelle”, an adult/early childhood program by Michelle Eickman. These programs were well attended with 60 adults and 107 children. Fox attended a GAC (Governmental Affairs Committee) planning session for ILA. Fox told the Board that John Jacobs is helping her with researching individuals for the annual cemetery walk. Fox said that in-house programming for children begins the week of August 27<sup>th</sup>. Fox did an elementary school assembly on responsibility at North Mahaska. Fox briefed the Board on upcoming events in September and October. Fox said that she will be attending a farewell reception at the State Library for Mary Cameron, Youth Services Consultant at the State Library. Fox has scheduled 37 monthly class visits. The Teen Cemetery Walk will be held at Forest Cemetery on September 23 at 3:00 p.m. Fox is on a planning committee for Oskaloosa’s first Kidtoberfest to be held Saturday, October 13 at Penn Central Mall.

**Library Technician Briefing:** Library Technician Paulette Groet reported that she has prepared the Open Access Report for fiscal year 2006-2007. The library circulated 19,280 items. The

average payment is 30 cents per item, which would total \$5784. Groet has also applied for \$49.12 for return postage on items returned to other libraries. Groet told the Board that she has prepared Form 472 (Billed Entity Applicant Reimbursement) for fiscal year 2006-2007. The pre-discounted amount is \$1150.12, and with 70% eligible for discount, the reimbursement amount will be \$805.08. Groet said that she attended the Gates Foundation Workshop in Ames on August 13<sup>th</sup> and 14<sup>th</sup>. This was a requirement to be eligible to receive the Gates Foundation Grant for new computers. Groet will continue to meet the requirements for this grant. Groet said that she had requested and received the library's 3M equipment history to be viewed by the Technology Committee. Groet has prepared Form 486 (Receipt of Service Confirmation Form) for fiscal year 2007-2008. This form acknowledges that we started receiving telephone service from MCG on July 1, 2007.

**Building Manager Briefing:** Building Manager Mike Calzaretta referred the Board to his monthly written report, stating that he would cover only some of the 23 items on the report. Calzaretta reported that the AHU #2 had a refrigerant leak in the piping in the boiler room. This caused the unit to provide reverse pressure in the compressor causing it to stall. Baker Group repaired the problem. They felt it was better to wait until fall to re-pipe the leak due to down time for the repair. Calzaretta said that he has received the MidAmerican Energy report. The only recommendation is to add additional insulation to the ceiling in the original part of the building that is above the old entranceway stairwell on the third floor. Calzaretta reported that the stairwell leading from the front entrance down to the first floor is in need of repair. The particle board that was used in the reconstruction of the stairs is starting to wear and curl. This is causing the tread plates to curve down on the tip of the stair and the rear of the tread plate to rise. This problem with the stair creates an unsafe condition, which results in a trip hazard. Calzaretta has done temporary repairs as a stop gap measure; however, a more permanent solution is needed. Calzaretta reported that according to City Clerk Marilyn Miller, there is no line item budget for the Parks Department to take care of the library's outside grounds. This is done as a courtesy and is gratis to the library. Any improvements to the grounds via materials or supplies will be paid by the library. The Building and Grounds committee will meet with Kevin Molyneaux of the Parks Department to determine what outside work needs to be done. Calzaretta told the Board that the Simplex Grinnell programmer programmed the wet floor sensor to send a trouble alert if the boiler room floor gets wet. There is a bell in the boiler room that will sound, and the fire panel will send an alert to staff, but the fire department will not be called. Simplex Grinnell also performed their yearly inspections. Calzaretta told the Board that the deteriorating mulch on both sides of the front entrance is causing a maintenance problem with mud being tracked into the building after a rainfall.

### **Committee Reports**

**Policy Committee:** None

**Staff Committee:** The Staff Committee will be setting up a meeting.

**Finance Committee:**

**Budget Committee:**

**Building & Grounds:** Board president Richelle Piphon-Holle reported that the Building & Grounds Committee met with Library Director Suzann Holland and Building Manager Mike Calzaretta and walked through the building making a list of items needing maintenance and repair. The committee will present their ideas at the next Board meeting. The committee will then meet with the Budget and Finance committees to set up a maintenance and repair schedule.

**Planning Committee:** None.

**Technology Committee:** Trustee Darren Dykstra reported that the Technology Committee met to

discuss the 3M equipment service agreement. Their recommendation is to set aside money from the Dillon fund instead of entering into a 3M equipment service contract. Dykstra also reported that it was the recommendation of the committee to not go forward at this time with a computer for the Friends/Foundation. Dykstra told the Board that due to the library's phone system problems, he has talked with Frank Hanson, general manager of MCG, concerning the possibility of VoIP (Voice over IP) for the library. Dykstra said that in accordance with the library's Technology Plan, the committee will be looking at a web overhaul to the library's web site.

Holland handed out a list of the library's memorial funds, which included an explanation of each.

Pipho-Holle commented on the great presentation that Kim Keitzman from Southeast Library Service Area had given at last month's Board meeting. She then passed out the handouts to those who did not receive them last month.

Fosdick asked if the library's reports and board packets could be sent out electronically. No decision was made.

Van Wyngarden asked if it was possible to have a list of the library staff with a description of their positions.

Grafke, who is one of the Library Board's representatives on the Foundation Board, talked to the Library Board about how wonderful the Foundation is. She reported that the Foundation is planning on launching a new brochure. Grafke asked for Board input on the new brochure.

**Unfinished Business:** None.

#### **New Business**

**McNaughton Dispute:** Holland told the Board that when the McNaughton company called to ask if the library wanted to renew their leasing agreement for the Bestsellers program, the company claimed that the library owes over \$10,000.00 from an allowance overage dating back four years. Holland told the Board that she asked to see a copy of the signed leasing agreement. They could not produce one. Holland said that McNaughton bears responsibility for failing to invoice the library or address the problem for more than four years. Holland said that she has put a moratorium on McNaughton orders. She has asked McNaughton to put their demands in writing. Holland has notified staff, Friends president Mike Owsley, and Board president Richelle Pipho-Holle. Holland explained that the Friends of the Library fund the McNaughton leasing program in the amount of \$760.50 quarterly. Holland has talked with City Manager Don Sandor, who advised turning the issue over to City Attorney Randy DeGeest. McNaughton's written request gives the library two choices, spending four or seven years making up the entire overage. Holland said that she is proposing an alternative bestsellers program to be administered by library staff. The Friends' Board agrees with the proposal. City Attorney DeGeest advises not to send a lease termination letter yet, thereby maintaining our leverage as a current customer.

**Patron Care Committee:** Holland handed out a Patron Care Committee wrap-up. Holland told the Board that 22% of the ideas have been implemented or are pending implementation.

**Financial Report/Approval of claims:** Motion was made by Fosdick, seconded by Dykstra, to approve payment of the August claims. Motion passed.

**Public Input:** None

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

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board