

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
MONDAY – FEBRUARY 28, 2007 -- 4:00 P.M.

The meeting was called to order by Board president Richelle Pipho-Holle. Roll call was taken by Board Secretary Susan Hasso with Trustees Bill Akason, Anita Meinert, Barbara Stark, and Diane Van Wyngarden present. Also present were Library Director Suzann Holland, Youth Librarian Linda Fox, and Library Technician Paulette Groet.

**Minutes:** Motion was made by Akason, seconded by Meinert, to approve the minutes of the January 22, 2007, Board meeting. Motion passed.

**Correspondence:** None.

**Director's Report**

**Monthly Report and Statistics:** Holland reported that circulation was up 7% from a year ago. Holland said that she is continuing to weed the collection as reflected in the volumes withdrawn statistics. Computer use is up in the adult department. Also the number of new cards each month remains constant.

**Personnel & Staff Development:** Holland reported to the Board that part-time library assistant Mike Owsley has resigned to take a full-time position in Pella. He was with the library for over 3 ½ years and will be missed. Holland told the Board that one of the pages has also resigned. Holland said that she has no immediate plans to fill these positions. The positions will be filled as summer approaches.

**Collection Development:** Holland told the Board that beginning in March, the Board would be receiving monthly statistics on database usage and hits for the library's web site. Holland said that she is continuing to weed the adult nonfiction materials. Holland reported that the new Basic Reader collection and the Spanish-language collection have been moved to an area between the adult fiction and the genre fiction.

**Budget:** Holland reported that at the close of the seventh month of the fiscal year, the budget is 60% expended, with a theoretical target of 58%. Holland told the Board that the City Council has cut \$3000.00 from the library's budget request for next year. Holland said that if that cut stands, the library would still be in better shape than we are for the current fiscal year. Holland told the Board that the budget is still running high on part-time wages. However, the recent changes that Holland has made should begin to show effects with next month's report. Holland reported that the library's utility bills are at 44% with a year-to-date target of 58%.

**Patron Services:** Holland informed the Board of a patron who was angry because Holland would not tell her what her husband checked out on his card. The patron also objected to the library's subscription to The Advocate. Holland asked that if Board members received a phone call, please reiterate that Iowa law requires confidentiality of library records and that the patron can file a request for re-evaluation if she objects to The Advocate. Holland said that she is waiving most fines the week of February 26 due to the winter weather.

**Friends & Foundation:** Holland reported that the Foundation had tentatively scheduled a meeting, but were not able to get enough members together. Holland told the Board that the Friends group provided food for the "Long Winter Day" program. The Friends have recently sent out a newsletter, and they are planning a fundraiser.

**Programs & Projects:** Holland told the Board that the library would be installing a Reader's Advisory computer kiosk on the middle floor, which should help promote use of the product both at home and in-house. Holland reported that the Pilot Phase of the Mahaska Memory Project was funded by the George Daily Trust. The lead team is working to set up training and will soon hire

its employee.

**Odds & Ends:** Holland told the Board that the library closed at noon on Saturday, February 23, due to inclement weather. Holland also said that today (February 28) is Lobby from Home day for the Iowa Library Association. Holland asked the Board to email their legislators asking for continued support of the State Library and Enrich Iowa funding.

**Teen Collection Briefing:** Library Administrative Assistant Susan Hasso reported to the Board on new developments in the teen collection and in the teen room. Hasso told the Board that she has purchased a set of new nonfiction books on issues that are relevant to teens. Hasso said that with the help of two high school students, Stephanie Moore and Rosanna Shoup, she moved the graphic novels out of the teen fiction collection and gave them their own space on the shelves. Hasso said that she has had several requests from teens to separate the two collections. Hasso told the Board that Holland had purchased some new accessories for the teen room. She invited the Board to stop by the teen room to see the accessories. Hasso said that she had attended the Teen Advisory Board meeting on February 21. The teens had a brainstorming session to discuss programs, prizes, and book discussions for the Summer Reading program. Hasso told the Board that she is taking an online class on teen programming and services. She said that the teens had great ideas for the teen summer reading program, and she found their ideas and input very helpful.

**Youth Librarian Briefing:** Youth Librarian, Linda Fox, reported that circulation for the Children's Department was down slightly from a year ago. Program attendance was also down slightly from last year. Fox told the Board that she and Hasso had given a presentation on children and teen literature to Delta Kappa Gamma, which is a teachers' organization. Fox said that the intergenerational program entitled "The Long Winter Day" was very successful. Fox said that Holland and library staff member Nancy Jones did a great job on publicity for the event. Fox said that the Summer Reading workshop and the Governmental Affairs Committee meeting that she had planned to attend were cancelled due to weather. Fox told the Board that she and Hasso had attended an ICN on Children's and Teen Literature. Fox said that Friday, March 2, is the 50<sup>th</sup> birthday of Dr. Seuss' Cat in the Hat. Saturday, March 3, Fox will judge the Invention contest held at the mall. On March 8 and 9, Fox said that she will be presenting at and attending the Young Writer's Conference at William Penn University. Fox told the Board that on March 14<sup>th</sup>, she and Hasso would be attending a teen summer reading planning session in Johnston. On March 15<sup>th</sup> Fox will be giving a program at Imagine the Possibilities. Fox reiterated what Holland said about Lobby from Home day.

**Library Technician Briefing:** Library Technician Paulette Groet began by thanking Board president Pihlo-Holle for closing the library at noon on Saturday, Feb. 23, due to the dangerous weather. Groet said that the tower holders that Trustee Fosdick suggested are now in place in the children's lab. Groet said that the holders not only keep the towers from getting wet if there is flooding in the boiler room, but the holders make it easier for the children to access the towers. Groet said that she has updated the catalog software, but now the company has come out with a patch that needs to be installed. She is currently working on that.

**Building Manager Briefing:** Holland gave the report for Building Manager Mike Calzaretta because he was dealing with storm damage. Calzaretta has been busy with routine cleaning and snow and ice removal. Baker Group has installed the water meter, and they combined the installation with their preventative maintenance visit. Simplex and Baker Group are looking into some type of alarm that would sound when there was water in the boiler room. The partition and stand for the men's restroom have arrived, but Calzaretta is now waiting on the hardware. The automatic doors are now okay. The library's use of the fire department's snow blower is working out well. Akason suggested placing a heavy thick mat outside the front doors to cut down on the amount of dirt tracked into the building. Holland said that she would look into it. Meinert asked if the number of light bulbs needing to be replaced had lessened. Holland said yes, for now.

## **Committee Reports**

**Policy Committee:** Holland presented to the Board the revised Internet Use Policy, and she went through the changes with the Board. Motion was made by Akason, seconded by Stark, to approve the revised Internet Policy. Motion passed. Holland then presented the revised ICN policy to the Board. She pointed out the recommended changes. Motion was made by Van Wyngarden, seconded by Stark, to approve the revised ICN Policy. Motion passed. Holland presented the revised Behavior/Conduct Policy, highlighting the changes for the Board. Motion was made by Meinert, seconded by Akason, to approve the revised Behavior/Conduct Policy. Motion passed.

**Staff Committee:** None.

**Finance Committee:** None.

**Budget Committee:** None.

**Planning Committee:** None.

**Technology Committee:** None

**Unfinished Business:** None.

## **New Business:**

**Committee Appointments:** Board president Richelle Piph-Holle handed out new committee assignments because there had been changes on the Board since the fiscal year began. Holle asked that the Board approve the new committee appointments. Motion was made by Akason, seconded by Stark, to approve the new committee appointments. Motion passed. Holle suggested that the trustees read the section on serving on a committee in the Iowa Library Trustees Handbook.

**Patron Care Committee:** Holland reported on some of the ideas from the Patron Care Committee that are in the process of being implemented. The purpose of the committee is to come up with ideas for better patron service and a better patron experience.

1. There will be an Adult Programming Team to develop better adult programs.
2. There will be a new procedure for making Internet use more accessible for people that are from out of town.
3. The library will promote its services on the public access channel.
4. There will be a Staff Picks wall display, where each month the staff will recommend items in the library.
5. The library will purchase 2 electric fireplace inserts with Cracklin' technology.
6. Covered beverages will be allowed.
7. There will be customer service training for staff.
8. Library brochures will be placed in hotel/motel rooms.
9. There will be more displays in the library.
10. Library road signs will be placed on Highway 92.
11. The Building and Grounds Committee will look at a furniture re-upholstery schedule and a landscaping plan.
12. MCG will likely distribute OPL @ Home books with their installations.

Holle again reminded the Board that 3 members' terms would expire June 30, 2007. She encouraged the Board to start thinking about people to fill those positions.

**Financial Report/Approval of claims:** Holle asked for a motion to approve payment of the February claims. Meinert asked about the New Pig Corporation. Holland explained that it is a safety equipment company. Akason asked about the class that Holland is taking. Holland said that the class is part of her post-graduate certification program. Akason asked about the revenue to the adult, children, and teen collections. Holland explained that the revenue was the Enrich Iowa money from the State of Iowa. Motion was made by Meinert, seconded by Stark, to approve

payment of the February claims. Motion passed.

**Public Input:** None.

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

The next meeting will be Monday, March 26, 2007, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board