

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY – JANUARY 22, 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, Peggy Grafke, Anita Meinert, 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. Stark welcomed newly appointed Board member Diane Van Wyngarden.

Motion was made by Dykstra, seconded by Fosdick, to approve the minutes of the December 18, 2006, Board meeting. Motion passed.

**Correspondence:** None.

**Director's Report**

**Monthly Report and Statistics:** Holland told the Board that the circulation statistics look good. Circulation is rebounding from a year ago.

**Personnel & Staff Development:** Holland told the Board that Susan Hasso has begun her Young Adult Services course. Holland will begin a course in Organization and Personnel Management next month.

**Collection Development:** Holland told the Board that she has changed some procedures that will help to assure that items do not stay too long on the New and Bestseller shelves. Holland said that she has had a very positive response to the collection shift, especially that of the Large Print collection.

**Budget Summary:** Holland told the Board that at the close of the sixth month of the fiscal year, the budget is 53% expended with a theoretical target of 50%. Holland said that without the HR expenses (salaries and benefits) the budget is 60% expended. She said that she is keeping an eye on it. Holland told the Board that budget presentations to the city and the county have been completed. Holland reported that the budget is running high on part-time wages, so she has scaled back the hours of the part-time library assistants to compensate. Holland told the Board that the contracting cities have been billed for their annual payments for library services.

**Patron Services:** Holland told the Board that the Patron Care Committee would meet this week to begin the feasibility assessment process. Holland said that most of the items are procedural, which won't require funds to implement. Holland said that the Board could expect the first recommendations as early as the March Board meeting.

**Friends & Foundation:** Holland said that there was no word from the Foundation on any scheduled meetings. Holland added that she thought that the Foundation president was waiting for some financial reports. Holland reported that the Friends group has created an informational brochure and revised their membership level structure. Membership cards will be issued, which will entitle members to a discount at the Book Vault. Holland said that the Friends group would be providing food for our "Long Winter Day" program, which Youth Librarian Linda Fox will describe in more detail during her briefing.

**Programs & Projects:** Holland told the Board that the technical difficulties with the new Reader's Advisory database have been resolved, and the product is now available on the library's web site. Promotion of the new product will begin soon.

**Odds & Ends:** Holland informed the Board that there has not been a recurrence of the problems that led to the locking of the second floor restrooms. The restrooms will continue to remain

unlocked.

Dykstra asked if the City Council had any questions or concerns with the library's budget proposal. Did the Council seem favorable toward the budget? Holland said that at this phase of the process the Council is not commenting on the budget. Council budget work sessions will begin this week.

**Youth Librarian Briefing:** Youth librarian, Linda Fox, told the Board that circulation for the Children's Department was down slightly from a year ago. However, program attendance was up. Fox said that attendance at the preschool programs has increased while attendance at the Baby Story Time has decreased. Fox told the Board about the intergenerational program based on The Long Winter by Laura Ingalls Wilder. The program will be Saturday, February 10, from 1:00 p.m. to 4:00 p.m. Marilyn Porter, an expert on Laura Ingalls Wilder, will give a presentation. Someone from the Mahaska County Conservation office will talk about how animals prepare for the long winter, and Megan Salois, WHO meteorologist, will talk about winter weather. There will also be hands-on activities and food. Fox told the Board that in-house programming resumed January 8. Fox gave a presentation to the William Penn University Children's Literature class. Fox also gave a program at Maple Ridge. On Tuesday, January 23, 51 middle school students will be using the library for their research projects.

**Library Technician Briefing:** Library Technician, Paulette Groet, reported that she has been busy entering newly catalogued items into the system. Groet told the Board that both she and Susan Hasso have received their library re-certification through the State Library of Iowa. Groet said that she has performed updates on Flashback 4, which is the electronic ordering program from Ingram, one of the library's materials suppliers.

**Building Manager Briefing:** Building Manager, Mike Calzaretta, told the Board that Lincoln School, where the library has items stored, will no longer be available for storage after June 1, 2007. The Board asked what types of items are stored at Lincoln. Calzaretta said that there are Christmas decorations, paint, shelving, desks, etc. Calzaretta said that he has removed the old, dangerous, wall-mounted partition in the men's second floor restroom, and he has replaced it with a new, safer, floor-mounted partition. He said that the men's restroom would be ADA compliant when all parts are in. Calzaretta told the Board that the light in the Children's restroom caught fire and was destroyed. To replace the light with the same type as the original would cost \$350.00. The decision was made to move the light from the staff restroom (which was the same type of light as the original) to the children's restroom and to replace the light in the staff restroom with a new fixture costing approximately \$25.00. Calzaretta reported that boiler #3 blew a relief valve gasket, and Baker Group was called to repair the boiler. Extra gaskets will be delivered to be on hand if this happens again. Calzaretta said that water from the leak seeped from the boiler room into the Children's computer lab. Some of the computer equipment on the floor had to be unplugged and moved until the water dried. There was no apparent damage to the equipment. Fosdick suggested putting the CPU's on risers to prevent water damage in case of a major leak. Calzaretta said that the Baker Group would be out this week to replace the gasket, leave 3 other gaskets on site, and install the water meter. Fosdick and Dykstra suggested that perhaps it would be beneficial to have the Baker Group replace all of the gaskets while they are here. Calzaretta said that with the installation of the chemical feeder and the water meter, he would then be able to check and adjust the boiler chemical in house. Calzaretta told the Board that the Street Department has delivered 20 gal. of liquid brine to the library to use as an ice preventative for the library's property. Calzaretta said that the Street Department has been instrumental in snow removal at the library. Calzaretta told the Board that he has been borrowing an old snow blower to do the library's sidewalks, but we will lose our rights to this snow blower at the end of this winter season. Therefore, the Board will need to look at purchasing a new snow blower by next fall. It was suggested that he check with the Fire Department about borrowing their snow blower to clean the library's sidewalks. Calzaretta reported that the automatic door repairman has been called for the third time in two months for an opening and closing problem with the outside

automatic door. The repairman said that the infrared scanner on the outside door is seeing water puddles, snow, the doormat, etc and not closing. The repairman suggested replacing the infrared scanner with the next generation scanner. Calzaretta said that the ballast replacement is continuing. He also told the Board that the Street Department “gently” moved the protruding architectural cornerstone into place. Dykstra again offered Musco’s scissor lift for changing the bulbs in the library’s foyer. Calzaretta said that he has purchased a pole that will enable him to change those bulbs.

**Other**

**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:** Holland presented to the Board the FY 2006-2007 budget revision and the FY 2007-2008 budget request as previously approved by the Board’s budget committee. Motion was made by Akason, seconded by Meinert, to approve the FY 2006-2007 budget revision. Motion passed. Motion was made by Meinert, seconded by Grafke, to approve the FY 2007-2008 budget request. Motion passed.

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

**Public Input:** None.

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

The next meeting will be held February 26<sup>th</sup> at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board