

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

The meeting was called to order by Board president Richelle Piphon-Holle. Roll call was taken by Library Technician: Paulette Groet with Trustees Darren Dykstra, Peggy Grafke, Beverly Van Devender, and Diane Van Wyngarden were present. Trustees from the Library Foundation and Friends of the Library were present. Kim Kietzman, Administrator of Southeastern Library Service Area in Davenport was present. Also present were Acting Director Susan Hasso, Youth Librarian Linda Fox, and Building Manager Mike Calzaretta.

Minutes: Motion made by Dykstra, seconded by Grafke, to approve minutes of June 25, 2007, Board meeting. Motion passed.

Correspondence: Linda Fox reported that she had received flowers from The Book Vault in appreciation of her work at the Harry Potter party on July 20, 2007.

Director's Report:

Statistics: Acting Director, Susan Hasso reported in June, circulation increased in the adult department by 2%, in the children's department by 1%, and in the teen department by 28% from a year ago. For FY 2006-2007 adult circulation increased by 7%, children's remained the same, and teen circulation increased by 17% from the previous fiscal year. Currently on your statistics reports teen circulation is included in adult circulation.

Budget Summary: At the end of FY 2006-2007 the General Fund budget with salaries was 99% spent. The General Fund budget without salaries was 90%. Therefore, not much more could have been spent out of the General Fund without going over budget. The Memorial Fund budget was 98% spent, and the Library Maintenance budget was 100% spent.

Hasso stated at last month's meeting she reported that we had received our disbursement from the Leonard James Trust in the amount of \$37,790.64. That was the amount on the check, which she had taken to City Hall to be deposited in the library's Memorial Fund. She noticed that on the receipt form that she had to sign and return to US Bank in Ottumwa the amount of the disbursement was \$33,790.64. She made several phone calls to US Bank to find out about the discrepancy in the two amounts. She finally spoke with Theresa Lawson, who assured her that there had been an error on the receipt form. The morning following the Board meeting she received a phone call from John Dodge at US Bank who told her that the error was on the check. We had to return \$4000.00 to the Trust. Grafke asked if Dodge had something to back up his claim. Hasso explained that Ottumwa Public Library was to receive 2/3's of the trust and our library was to receive 1/3. \$33,790.64 is 1/3 of the trust. The error had occurred at US Bank.

Personnel & Staff Development: Hasso reported that she and Groet had tested and interviewed applicants for the part-time position. With several excellent candidates it was

a very difficult decision. The position was offered to Janice Palmer, and she accepted. We unexpectedly had a second part-time position open, so we were able to offer a position to a second excellent candidate, Christina Louderback. Trudy Harwell is longer with us at the library.

Collection Development: None

Patron Services: None

Friends & Foundation: There will be a Trustee workshop on Library Director's Salaries over the ICN on November 8 from 6:00 p.m. to 7:30 p.m.

Both the Friends and Foundation's boards are joining us today to share their goals and visions for supporting the library.

Programs & Projects: None

Odds & Ends: Kim Keitzman from Southeast Library Service Area is here today to talk about the position of library trustee.

Hasso reported that things are going very well during the absence of Director Holland.

Youth Librarian Briefing: Youth Librarian, Linda Fox, reported that June's circulation was up from last year!!!! Over 14,000 items circulated. Programs attendance was up from last year too!! All and all summer reading went very well. A). We did not have record-breaking numbers for registration, but we found that most that registered stuck with it. We had a total of 854 registrants. B). Teens were up with registration, but just don't carry through on reading for prizes. We'll look into changing this. Teen Program attendance was very consistent with an average attendance of 18! Fox took the opportunity to thank the Foundation for their contribution that made it possible for the Teens to enjoy Dance, Dance Revolution and Guitar Hero. C). Program attendance dropped after the mid-week 4th of July and we never regained the momentum - - - lots of things going on in the community. Even with this drop we were only down 30 from last year's July attendance, and Kid's Corner will be visiting us twice more, so we will be almost the same as last year. D). Intergenerational Nature programs were wonderful, but much lower attendance than when had afternoon K-5th grade. E). Fox was a little disappointed with the attendance for the Carol Taylor Puppet show, but considering how packed Friday was with the Harry Potter Party...it was a blessing in disguise. F). Harry Potter Party was a success, but in retrospect Fox wish the party could have been held here for teens. Fox reported that the following would be going on in July: A). William Penn's Reading Practicum B). Kid's October Fest Meeting (Saturday, October 13th C). New Sharon Care Center will be bringing residents on Thurs. for a "Reserve a Memory" program. Coming up in August: A. Michelle Eikman will be doing a parent/child music and movement program for children 0-6 with adult on Thursdays at 10:30 a.m. B. Dan Wardell from IPBN will be performing at 1:00 and 2:00 p.m. on August 6th. C. We will start Children's fall programs on August 27th. D). For those who haven't heard, Fox has a new grand daughter Lily Grace born on July 6th and she will taking vacation time to fly to Oregon to visit her and her family.

Pipho-Holle stated that the Board is not discouraged at all with the stats; Fox has done a great job. She said many wonderful things have been offered to the community.

Library Technician Briefing: Library Technician, Paulette Groet took a moment to express her thanks to Hasso for doing the job of Acting Director during Holland's medical leave. Groet had made copies of the Gates' Foundation grant letter that had been received just before the June 25, 2007 Board meeting. She brought this letter to the Board's attention so they would know the steps that are required to qualify for the grant. Groet reported that she had received the Funding Commitment Decision Letter from Schools and Library Division for the 2007/2008 fiscal year's E-Rate. \$788.93 has been approved. Groet then told the Board that our other 3M 795 staff workstation had been repaired. A sensor had to be soldered back in place.

Building Manager Briefing: Building manager, Mike Calzaretta told the Board that he has been doing routine cleaning of both the library and City Hall. Calzaretta reported that he had received reports on the condition and safety of: Fire alarm system, burglar alarm system. His summation will be included in next month's report. Everything tested positive. Calzaretta received final report from Mid American energy audit division. His summation will be included in next month's report. Calzaretta stated that in regards to last month's question about getting a written logged history of the boilers, he stated that there is a log book in the boiler room detailing all maintenance performed. Calzaretta also told the Board that Kevin Molyneux of the Parks Department requested that when the Buildings and Grounds Committee meet, he would like to address the committee with ideas for the coming year.

Van Devender asked if this would include lawn and trees. Calzaretta responded yes, as well as flowers and ground cover.

Introduction of Guests: Each Trustee from the Friends of the Library, Library Foundation, and Kim Kietzman introduced themselves.

Committee Reports: None
Hasso went over the list of each committee appointments.

Unfinished business: None

New business: Hasso explained 3M letter and service agreement sent to Trustees prior to Board meeting. Some discussion was presented as to whether the money for the service agreement would come from the Dillion Memorial since it had not been budgeted in the General Fund. Van Wyngarden asked if contracting would guarantee the same price in future years. If not she felt there was no incentive to contract. Dykstra asked what are the machines costing us. Groet replied that she would get that information. Hasso explained that \$10,000 was taken from the Dillion Fund in February 2006 to set aside for 3M repairs instead of purchasing the 3M equipment service agreement. She stated that \$898 remains in that account. Trustee Dykstra asked where the Dillion Fund came from. Hasso and Van Devender explained the details of the Dillion Fund. Van Wyngarden asked if the Technology Committee had reviewed the service agreement. Hasso said no. Motion was made by Dykstra, seconded by Van Wyngarden, to pass this information on to the Technology Committee for review. Motion carried

Financial Report/Approval of Claims: Pipho-Holle asked if we had considered having our printer ink cartridges refilled rather than purchasing new. Groet stated that she does purchase some compatible cartridges but some printers have poor results using compatible cartridges. Van Devender questioned why the library was purchasing bottled water. Hasso explained that Holland had the water dispenser in her office and paid the cost. Then other staff members started using the water dispenser so Holland had the dispenser placed in the staff area and started using memorial interest to pay for the cost. It was also stated that Oskaloosa water was causing a staff member medical problems. Van Devender stated she felt that the staff could bring their own bottled water if they needed it. Pipho-Holle said she would look into the matter and report back to the Board. Motion was made by Grafke, seconded by Dykstra, to pay the claims. Motion carried.

Public Input: None

Adjournment: Motion made by Van Devender, seconded by Grafke, to adjourn the meeting. Motion passed.

Respectfully submitted,

Paulette Groet
Library Technician