

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – JUNE 25, 2007 – 4:00 P.M.

The meeting was called to order by Board president Richelle Pipho-Holle. Roll call was taken by Library Technician: Paulette Groet with Trustees Bill Akason, Darren Dykstra, Peggy Grafke, and Anita Meinert present. Trustee Beverly Van Devender arrived at 4:20 P.M. Future Board members Judy Bishop and Mike Sytsma were present. Also present were Acting Director Susan Hasso, Youth Librarian Linda Fox, and Building Manager Mike Calzaretta.

Minutes: Motion was made by Meinert, seconded by Grafke, to approve the minutes of the May 21, 2007, Board meeting. Motion passed.

Motion was made by Grafke, seconded by Dykstra, to approve the minutes of the June 11, 2007, Board meeting. Motion passed.

Election of Officers for FY 2007-2008: Board president Richelle Pipho-Holle opened nominations for Board president for FY 2007-2008. Anita Meinert nominated Richelle Pipho-Holle, seconded by Grafke. Motion was made by Akason to close nominations, seconded by Grafke. Motion passed. The Board voted: Pipho-Holle was elected Board president for FY 2007-2008. Pipho-Holle opened nominations for Board vice-president for FY 2007-2008. Grafke nominated Diane Van Wyngarden, seconded by Akason. Motion was made by Meinert to close nominations, seconded by Grafke. Motion passed. The Board voted: Van Wyngarden was elected Board vice-president for FY 2007-2008.

Financial Report/Approval of claims: Pipho-Holle asked for a motion to approve payment of the June claims. Questions were asked about the Library Maintenance Fund. Meinert asked what the Simplex Grinnell claim was for. Calzaretta explained that the claim was for our security system, which includes the fire and burglar alarm. Akason asked if the Baker claim was for our regular service or if it was because of the water detector. Calzaretta explained that the insulation was for the water pipes. He also stated that we had repairs on the humidifiers and that we had a bad gas valve. Calzaretta told the Board that the valve on boiler #1 is new, boiler #2 & #3 can go at anytime, and boiler #4 is OK. Pipho-Holle asked if a chart could be obtained showing the maintenance history on each of the boilers. The Board had more conversation about the usefulness of the chart. Calzaretta said he would call Baker Group about the chart. Akason asked which copier was the Ricoh. Susan told him that it is the one on the middle floor and that the library does not have a maintenance plan for it. Meinert made a motion to pay the June claims, seconded by Grafke. Motion passed.

Pipho-Holle presented Certificates of Appreciation to Board members Akason and Meinert for their service and dedication to the Board.

Correspondence: Linda Fox reported that she had received several emails from teachers thanking her for coming to their classes through out the school year. Fox also shared with the

Board that she had been nominated for the Annual Spotlight Award in the July BookPage Publication.

Director's Report:

Hasso gave an update on Director Suzann Holland's medical condition following her recent surgery.

Statistics: Hasso reported that circulation was up 1% from a year ago. Adult circulation was down 1% from a year ago and children's circulation was up 4% from a year ago.

Budget Summary: Hasso gave a brief explanation of the General and Memorial funds. At the end of May the General fund without salaries or benefits was 84% spent. An additional 3,131.93 was spent at the June 11, 2007 Board meeting leaving a balance of 9,524.62 in the General fund to end FY 2006-2007. Memorial Fund is based on the previous years spending and estimated donations. For the FY 2006-2007 the Memorial fund budget was set at \$118,500 with \$113,348 being spent; the budget is 96% expended. Pipho-Holle stated that she had requested and received an explanation of the different library funds from Hasso and a glossary from Groet that she will give to the Board at a later time

Hasso told that Board that the library received 37,790.64 (our third) from the Leonard James Trust.

Personnel & Staff Development: Hasso told the Board that we have re-opened the job search for a part-time library assistant. The ad will begin today, and we will take applications through July 9, 2007. Hasso along with Groet will test and interview applicants for the position, with a possible hire by the next Board meeting.

Collection Development: None

Patron Services: Hasso reported that Director Holland has sent a letter to the patron complaining that the 3M Tattletapes ruined her LCD television.

Friends & Foundation: Foundation is giving the library \$1960.00 to fund the Mahaska Reads project, a Grant Wood program, and for Summer Reading Blank Park Zoo program, Carol Taylor and the Patchwork Puppets, and the DDR for the teen program. The Foundation will not be meeting until August.

Friends met on Thursday June 21. They have secured a booth at Sweet Corn Serenade, where they will sell the oral history CDs. They are looking into speakers for their dinner/auction.

Programs & Projects: None

Odds & Ends:

At the July meeting we will be inviting the Friends and Foundation boards to join us to share our goals and vision for the library.

Kim Kitzman from the Southeast Library Service Area in Davenport will be here to do a Trustee workshop for new Board members and any current Board members who would like to attend.

Youth Librarian Briefing: Youth Librarian, Linda Fox, reported that circulation in May was up from last year. Most of the increase came from DVD circulation and nonfiction books. Children's program attendance was up from last year by over 400, as she had no school visits in June like she did last year. Summer reading is now entering the fourth of seven weeks: to date we have 160 read to me, 343 K-5, 125 Teen, 157 Adults for Total of 775.

All forms of programming have been very successful so far this summer. Average attendance: Opening 115, Preschool 167; Average 17 (Blank Zoo was a Big Hit), 0-3 with adults 111; Average 19, K-5 253; Average 42, Chess 47; Average 16, Nature 101; Average 33, Movies 55; Average 18, Teen 60; Average 20, Book Club Kids 7; Average 4 - Teen 2. Fox said the Nature

programs have been wonderful and invited all Board members to come. Fox stated that Officer Boston did a great job presenting his program. Coming in July: more summer reading, Harry Potter Party with the Book Vault and New Sharon Nursing Home will be bringing residents to library for adult memory program. Coming in August: Dan Wardell (PBS) will be here for a program, Fox will do storytelling at the bandstand for pre-entertainment on August 9 Kids October fest.

Library Technician Briefing: Library Technician, Paulette Groet reported that she was in the process of getting bids for a computer tower to be used by the Friends and Foundation. Piphoholle and Meinert questioned why the computer was needed. Groet explained that Holland had requested this so both the Friends and Foundation would have a computer available to them at the library and each would be able to share the same software. Grafke stated that she could understand this because she saw the amount of paperwork the Foundation had. Van Devender told that Board that as a Foundation Board member she has received files by email that she was not able to open. Dykstra made a motion this be taken to the Technology Committee for discussion, seconded by Meinert. Motion passed. Piphoholle told Groet to get bids to be looked at. Van Devender said as a chairperson she would not want to have a computer at the library since this would require many hours to be spent at the library to do her work. Meinert said she would like to see the boxes of paperwork that Grafke was talking about. Groet then reported that she had received a fax from Schools & Libraries Division requiring a C.R.I.S form from MCG identifying what the 9.95 customer charge is on the library's monthly phone bill. Groet is working with MCG to get this information and she will send it to SLD for our 2007-2008 FY E-rate discount. Groet read a letter to the Board from State Librarian, Mary Wegner congratulating our library and to inform us that the Gates Foundation has determined that our library is eligible to participate in the Gates Opportunity Online Hardware Grant. Groet will continue to work on the additional requirements to obtain the grant. Groet then showed the Board a 3M-photocell lens that needs to be replaced in the 795 staff workstations. The cost of each lens is 14.40 there is a need of 24 lenses. Groet will continue searching for a cheaper price. Groet then told the Board that 1 of the 795 staff workstations stopped working last week. A service technician sent by 3M determined that a coil was shorting on the high voltage board. A new board was ordered and replaced by technician. The cost was 1340.13.

Acting Director Discussion: At this time Hasso told the Board they would need to determine where they would want to take the money out of to pay the cost of the new high voltage board. Hasso said that 10,000.00 had been set aside from the Dillion memorial to be used for 3M repairs for the 2006 FY. At this time there is 898 left in that fund. Hasso said that the Library Maintenance Fund for FY 2006-2007 had been estimated at 40,000 income with actual interest from principal being 46,851. Hasso said that for FY 2007-2008 over \$3,000 has already been taken for the Baker Group. Hasso said that 47,100 had been budgeted to spend for the 2006-2007 FY and all was spent. Dykstra made a motion to take the cost out of the basic Dillion memorial, seconded by Grafke. Motion passed. Van Devender said she hopes that the Dillion Memorial will be preserved. At present there is 11,568 in the Dillion Memorial.

Building Manager Briefing: Building manager, Mike Calzaretta, told the Board that he has been doing the routine cleaning of both the library and City Hall. Calzaretta told the Board that a circuit board in the elevator control panel failed. Circuit board replaced by Schindler Elevator Company. Calzaretta reported the following to the Board: A/C filters and regular maintenance was performed the Baker Group. Streets Department refastened speed bump in book drop alley. Parks Department treated 2 pin oaks for chlorosis - trees are showing improvement. Street

Department will remove pin oak from corner of Market and Second. No further info on closing of Lincoln School. Oskaloosa Fire Department furnished us with room capacity info. Posted room capacity signs in 3rd floor meeting rooms. Electronic water detector with audible alarm installed in boiler room and is being “zoned” through Baker Group and Simplex-Grinnell. Lincoln school inventory completed. Inventory lists were given to Board members. Calzaretta then told the Board that some nice pieces of furniture were being stored at the Street Department in an open shed where they park their trucks. Board members discussed this situation and decided that a committee should be formed to survey and decide what to keep. The committee should consist of some Board members, Calzaretta, and library administrator.

Committee Reports: None

Unfinished Business:

New Business: Piph-Holle asked Board members to think about meeting time. It has been suggested that the 4:00 starting time is inconvenient for many people. Grafke asked if the 6-year term could be changed. Piph-Holle said that after some discussion with Don Sandor that it would be difficult to change.

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

Respectfully submitted,

Paulette Groet
Library Technician