

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY– March 26, 2007 -- 4:00 P.M.

The meeting was called to order at 3:58 p.m. by President Richelle Piph-Holle. Roll call was taken by Board Secretary Susan Hasso with Trustees Bill Akason, Darren Dykstra, Larry Fosdick, Peggy Grafke, Barbara Stark, and Beverly Van Devender present. Also present were Library Director Suzann Holland, Youth Librarian Linda Fox, Library Technician Paulette Groet, and Building Manager Mike Calzaretta.

Motion was made by Akason, seconded by Stark, to approve the minutes of the February 28, 2007, Board meeting. Motion passed.

Correspondence: Piph-Holle presented to the Board two notes received by Youth Librarian Linda Fox thanking her for programs that she had done for Mrs. Hodges' kindergarten class and Mrs. Archer's first grade class.

Director's Report

Monthly Report and Statistics: Holland reported that overall circulation was up 3% from a year ago. Adult circulation was up 7% and children's circulation was down 2%. Akason asked about the door count statistic on the report. Holland explained that the library has been collecting the door count daily, but this is the first time that it appears on the statistics report. Holland said that the door count number is the raw count and should be divided in half to get a more accurate number of patrons using the library. Holland also pointed out the database usage report. Holland said that the report would allow the Board to see what kind of usage the library databases are getting. Holland said that she was disappointed with the low usage of Learning Express Library. She hopes to partner with Linda Foster, the high school librarian, to inform high school students of this database that they can access through the library's web site.

Budget Summary: Holland reported that the budget is 68% spent with a theoretical target of 67%. Holland said that part-time wages are still running high, but the library is down two part-time employees at this time. Holland explained that with the approval of the FY 2006-2007 Amended Budget by the City Council, next month's budget should reflect the changes between line items to provide a more accurate picture of budget's status. Holland said that the good news is that utilities are at 59% spent with a theoretical target of 67%. Holland told the Board that the County increased the library's budget by \$500.00 for FY 2007-2008.

Personnel & Staff Development: Holland told the Board that the Mahaska Memory Project is currently recruiting a project assistant. The closing date for applications for the position is April 13, 2007. Grant funds will pay the salary.

Collection Development: Holland told the Board that she is continuing to weed the adult nonfiction materials. She said that she has filled out the presidential biography collection with more than 15 new DVDs.

Patron Services: Holland told the Board that the library has added two LED open signs by the main entrance and on the street side of the building. Holland said that the staff picks wall display should go up in the next week or so. Holland explained that she is waiting on some lettering for the display. Holland said that she has ordered a hanging sign for the upstairs self-check machine, which will match the new Reader's Advisory hanging sign.

Friends and Foundation: Holland informed the Board that the Library Foundation has held a meeting and has added two new Board members, David Dixon and Perry Lund. The Foundation has a new president, Dianne Van Gorp. Holland told the Board that the Foundation has approved

the purchase of the electric fireplace logs for the reading rooms, a class for Holland, and the conversion of the library's oral history cassettes to digital format. Holland reported that the Friends are planning two fundraisers. They will sell canvas OPL tote bags, and they will offer delivered lunches in June.

Programs & Projects: Holland reported that the new Reader's Advisory kiosk is operational on the middle floor of the library. Holland told the Board that once the Mahaska Memory Project assistant is hired, he/she would begin their training immediately. The project should be in full digitization mode by the second week of May. The pilot phase of the project will have a workspace at Arrow Quick. The full project will include an investment in equipment for the project, and the workspace will be at William Penn University. Holland informed the Board that the title for Oskaloosa Reads 2007 has been chosen. The program will begin September 1st and end October 8th, with the showing of the movie.

Odds & Ends: Holland told the Board that March 28th is Library Lobby Day at the State Capitol. Holland said that Fox and Groet would be attending. She encouraged Board members to attend if possible. Holland said that the library now has some advertisements for various services on the MCG local access channel. Holland informed the Board that the library is returning to a paper-based meeting room schedule calendar. Holland explained that there were some problems and limitations with the Google online calendar.

Youth Librarian Briefing: Youth Librarian, Linda Fox, told the Board that both circulation and program attendance was down in February, probably due to the weather. Circulation of fiction was up because of school visits. Fox said that she had participated in the Dr. Seuss Day at the elementary school. Fox presented a session at the Young Writer's Conference, and she was a judge for the Invention contest. Fox told the Board that she and Hasso had attended the Teen Summer Reading workshop in Johnston. Fox said that the Teen Advisory Board is brainstorming ideas for summer reading. Fox gave an Irish program at Imagine the Possibilities. Fox reiterated what Holland had said about Library Lobby Day. Fox gave a program for high school students at the alternative school on the importance of reading to young children. Fox told the Board that she is attending the Kids First Conference for three days at the end of April. Fox said that Hasso would be joining her on Friday for the teen part of the conference. Holland added that the library has received the disbursement from the Lacy Trust.

Library Technician Briefing: Library Technician, Paulette Groet, told the Board that she had received training for the digitization project. Groet informed the Board that on March 7 when she was updating the Norton anti-virus software, a problem occurred. However, Groet said that she was able to fix the problem and have all of the computers up and running by the time the library opened. Groet said that at that time she discovered that the back-up tape was not functioning properly. Groet said that she has talked with Sonny Garcia at MCG. Groet said that there is 5MB of space on the C drive. Garcia is suggesting possibly adding another drive to the server. Groet is getting bids. Groet told the Board that she would need to update the back-up software or possibly back up the library's circulation records online. Groet said that when Daylight Savings Time began three weeks early, the time on some computers changed and some didn't. Groet said that she has manually changed the computers so that all are okay.

Building Manager Briefing: Building Manager, Mike Calzaretta, told the Board that the hardware for the partition in the men's bathroom has arrived. He will be installing the partition. Calzaretta said that he has checked into the wet floor alarms for the boiler room. He is working with Baker Group, who in turn is checking with Simplex. Calzaretta reported that the Street Department will be cleaning up the tree limbs left by the ice storm, and the Park Department will be trimming the trees. Calzaretta told the Board that due to the early change to Daylight Savings Time, the HVAC system is turning on an hour later. Even though the time was changed manually, the system is still turning on an hour later. Baker Group thought that the system might need an upgrade. Baker Group is going to check with Trane about setting up a visit to assess the problem and to fix it. Calzaretta was asked if the library would have to pay for both visits. Calzaretta said

that the first visit would come under the maintenance agreement.

Committee Reports

Policy Committee: None

Staff Committee: None

Finance Committee: None

Budget Committee: None

Planning Committee: None

Technology Committee: None

Building & Grounds Committee: The Building and Grounds Committee had scheduled a meeting, but the meeting was cancelled. The committee will re-schedule the meeting.

Unfinished Business: None

New Business: Holland asked the Board to approve the library opening at 1:00 p.m. on April 11th for staff training. Holland explained that the tentative plan was to provide staff training on customer service, technology, and child abuse. Grafke asked what the child abuse training would involve. Would it make library staff mandatory reporters? Holland said no. The training is for the protection of the staff. The question that was raised was if the staff is covered by insurance. Holland said that she believed that the staff was covered by an umbrella policy for liability insurance provided for city employees. Holland said that she would check with the City. Motion was made by Van Devender, seconded by Grafke, to approve the 1:00 p.m. opening on April 11th for staff training. Motion passed.

Financial Report/Approval of claims: Akason commented on the amount of revenue taken in by the library. Holland explained that some of the revenue comes from the library's book sale. Holland complimented Nancy Jones for her work with the book sale. Piph-Holle asked for a motion to approve payment of the March claims. Motion was made by Akason, seconded by Van Devender, to approve the payment of the March claims. Motion passed.

Public Input: None

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

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board