

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY – MAY 21, 2007 -- 4:00 P.M.**

The meeting was called to order by Board president Richelle Piphon-Holle. 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.

**Minutes:** Motion was made by Meinert, seconded by Grafke, to approve the minutes of the April 23, 2007, Board meeting. Motion passed. Fosdick asked if the Herald had been notified of the date change for the Board's May meeting according to the Open Meeting law. Hasso explained that notification of the Board meetings is sent to the Herald, KBOE, the Courier, and KISS at the same time that Board packets are mailed each month.

**Correspondence:** President Piphon-Holle read a letter of resignation from Board Trustee Barbara Stark effective immediately. Akason asked if the Books on Wheels program would continue. Holland said that two volunteers have taken over the program. Piphon-Holle also read thank you notes to Youth Librarian Linda Fox for school visits and for Fox's participation in the Kids 1<sup>st</sup> Conference.

**Director's Report**

**Statistics:** Holland told the Board that the circulation statistics for April were good. Total circulation was up 9 % from a year ago. Adult circulation was up 4% and children's circulation was up 16%.

**Personnel & Staff Development:** Holland told the Board that Meredith Collman has been hired as the Mahaska Memory Project assistant. Holland reported that the library is no longer responsible for filming City Council meetings. Holland said that this should help the part-time salary bottom line.

**Collection Development:** Holland told the Board that the library is receiving memorial donations for Ada Edwards. Holland said that she is continuing to weed the adult collection.

**Budget Summary:** Holland reported that at the close of the ninth month of the fiscal year, the budget is 82% expended, with a theoretical target of 83%. Part-time salaries are 98% expended. Holland said that she will be meeting with City Manager Don Sandor this week to discuss the part-time line item and verify that the overage will be absorbed by other line items. Piphon-Holle asked why the overage occurred. Holland explained that during Godlove's medical leave, Holland scheduled more part-time hours to make up the difference and failed to return to standard levels immediately upon Godlove's return. Holland also told the Board that the utility bills are 66% expended, with a year-to-date target of 82%.

**Patron Services:** Holland told the Board that there has been positive feedback on the Staff Picks wall display. Holland said that she has been looking at 3 content management products for the library's web site overhaul. Holland said that she hopes to have a new web site prototype available to show the Technology Committee in early September.

**Friends & Foundation:** Holland reported that the next Foundation meeting is scheduled for August 21<sup>st</sup> at 5:30 p.m., and the next Friends meeting is scheduled for June 21<sup>st</sup> at 5:30 p.m. The Friends are planning a combination dinner/auction for the fall. They are also planning to sell Oskaloosa oral history CD sets at Sweet Corn Serenade. Holland said that the Foundation has funded *Oskaloosa Reads* for the fall, and they have made a contribution toward the children's

summer reading program.

**Programs & Projects:** Holland said that the Mahaska Memory Project training phase will begin this week. Holland said that *Oskaloosa Reads* is scheduled for September 1<sup>st</sup> through October 8<sup>th</sup>. Piph-Holle asked if the name was to be changed to *Mahaska Reads*. Holland said yes.

**Odds & Ends:** Holland reported that she has scheduled a trustee training for the July Board meeting, at which time there will be four new Board members. Holland told the Board that a patron has called twice complaining that her LCD television was ruined by a library DVD. Holland said that she has carefully explained that a DVD in a player cannot damage a television. Holland told the Board that if she calls again, Holland will refer her to the Board. Holland reported that she has asked Building Manager Mike Calzaretta to schedule an energy audit with MidAmerican, which will take place next Wednesday. It's a service that is offered free of charge, and Holland said that she is hoping to get some ideas that could save money in the long term.

**Youth Librarian Briefing:** Youth Librarian, Linda Fox, reported that circulation was up by 1200 items from a year ago. However, program attendance was down. Fox said that the teens are busy planning summer reading for teens. Fox and the Teen Board had a graduation party for the five graduating seniors on the Board. Fox reported on attending the Kids 1<sup>st</sup> Conference. Fox gave a program for nursing home activity directors from around the state at Maple Ridge. Fox told the Board that she is beginning summer reading presentations at the elementary school, and kindergarten classes are visiting the library. Fox said that she and Susan Hasso would be visiting the Middle School to hand out teen summer reading pamphlets. She also told the Board that Hasso would be doing teen summer reading presentations for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade at the Christian school. Hasso prepared an announcement regarding the teen summer reading program to be read at the high school, and she delivered pamphlets to be handed out at the high school media center. Fox said that the summer reading program would extend from June 4 through July 20. Fox then gave the Board a brief overview of some of the activities and programs planned for summer reading.

**Library Technician Briefing:** Library Technician, Paulette Groet, reported that in the last month she has had several computer problems to deal with. Groet said that our library is 1 of 172 libraries to receive a Gates Foundation Grant. Groet said that in order to qualify for the grant, she had to do a server base inventory. The inventory took much longer to complete than stated in the grant application information. Groet said that 2 computers are still having issues, and 1 computer is still not being recognized by the server. Groet told the Board that last Friday the VAM system came up with a SIP Connect error. Groet checked with William Penn and then with Sirsi Dynix. Groet said that she called William Penn back and asked that they take the server down and bring it back up. The firewall was reset. When the server came back up, the problem was gone. Groet said that she later received a call from Sirsi Dynix saying that a report requested from the SIP could not be answered. Groet told the Board that she is in the process of compiling information going back to July 1, 2002 for the Microsoft settlement.

**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. He has installed anti-skid pads on the steps to the staff entrance. Calzaretta said that he has replaced the metal soap dispensers with new plastic ones. The plastic dispensers work better with the foam-type soap, creating a 30% savings. Calzaretta said that he cleaned and saved the old dispensers. Mike told the Board that City Housing would give the library one month notification before we would need to move items out of storage at Lincoln School. Calzaretta explained that trim, computers, and city sale items are stored at Lincoln School. Good furniture is stored at the Street Department storage. Calzaretta said that he would need to do an inventory of library items stored at the Street Department before those items would need to be moved. Van Devender asked how much carpeting was left. Calzaretta said that he had used most of the carpeting when he re-carpeted the front stairs to the lower level. Calzaretta said that one rented storage unit should take care of the items stored in both locations.

## **Committee Reports**

**Policy Committee:** None.

**Staff Committee:** Pipho-Holle said that the Staff Committee needs to meet to go over the director's evaluation.

**Finance Committee:** None.

**Budget Committee:** Holland said that she would like for the Budget Committee to meet in August to decide what to do about the 3M equipment maintenance contract. Holland explained that instead of purchasing a maintenance contract for the 3M equipment, the Board set aside money from the Dillon fund for that purpose. Most of that money has been spent on repairs to the equipment.

**Planning Committee:** None.

**Technology Committee:** None.

## **Unfinished Business**

### **New Business**

**Appointment of Acting Director:** Board president Richelle Pipho-Holle read an email from Library Director Suzann Holland. In the email Holland informed the Board that she will be having major surgery on June 21<sup>st</sup>, and she will be on medical leave for approximately 5 weeks. Holland recommended that the Board appoint Library Administrative Assistant Susan Hasso to serve as acting director during Holland's absence. Motion was made by Akason, seconded by Van Devender, to appoint Susan Hasso as acting director during the time that Holland is absent on medical leave. Motion passed. Akason said that at the Board's June 11<sup>th</sup> meeting, he would like to discuss remuneration for Hasso due to the additional job responsibility. Pipho-Holle said that she has talked with City Manager Don Sandor, and he was looking into it.

**Appointment of Board Vice-president:** Pipho-Holle asked that the Board elect a vice-president to fill Barbara Stark's term, which will end June 30, 2007. Van Wyngarden nominated Anita Meinert to fill the position of vice-president until June 30, 2007. Akason seconded the nomination. Motion passed.

**Discussion of Board Orientation:** Pipho-Holle told the Board that Barbara Stark has created a wonderful Board orientation presentation for new Board members. The presentation is in both paper and PowerPoint forms. Holland has also scheduled at the July Board meeting a Board orientation, which will be presented by a consultant from the Southeast Library Service Area. At that time the Board should have four new members. Pipho-Holle handed the Board a list of Board committees with descriptions of each committee. Pipho-Holle asked that Board members choose the committees on which they would like to serve. Pipho-Holle said that she has compiled a President's notebook as a resource for the next Board president.

**Financial Report/Approval of claims:** Pipho-Holle asked for a motion to approve payment of the May claims. Akason asked about the amount of use of the Chicago Tribune. Holland said that the paper is read, but at some point the library will do an in-house survey. Fox explained that the Movie Licensing Compliance site license allows the library to show movies at library programs. Akason asked about the water detection meter that was installed in the boiler room. Calzaretta explained that there is an audible tone from the boiler room when water is detected. However, in order to be notified of water in the boiler room when the library is not open, the water detector would need to go through the library's fire alarm system at Simplex Grinnell. Motion was made by Meinert, seconded by Grafke, to approve payment of the May claims. Motion passed.

**Public Input:** Akason told the Board that on Wednesday, May 23, 2007, Jim Zimmerman's loft will be featured on HGTV at 5:30 p.m.

**Adjournment:** Motion was made by Akason, seconded by Van Devender, to adjourn the meeting. Motion passed.

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board