

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

The meeting was called to order by President Richelle Piph-Holle. Roll call was taken by Board secretary Susan Hasso with Trustees Judy Bishop, Darren Dykstra, Peggy Grafke, Mike Sytsma, 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. Julie Hansen, librarian at Wilcox Library, William Penn University, was present at the meeting.

Minutes: Motion was made by Dykstra, seconded by Bishop, to approve the minutes of the October 22, 2007, Board meeting. Motion passed.

Correspondence: President Piph-Holle read a note from the Obermire family thanking the Board for the plant and all of the support during the time of Dan's death. Piph-Holle then read an email from Board Trustee Larry Fosdick, in which Fosdick resigned from the Board effective immediately. Piph-Holle thanked Fosdick for his time and commitment to the Board and said that he will be missed. Piph-Holle encouraged the Board to think about possible candidates to fill the position.

Piph-Holle asked the Board to approve a change in the agenda. She asked for a motion to move item 7A New Business- Approval of using surplus funds in OCLC account for software purchase before the Director's Report. Motion was made by Bishop, seconded by Sytsma, to change the agenda by moving 7A New Business- Approval of using surplus funds in OCLC account for software purchase before the Director's Report. Motion passed. Holland introduced Julie Hansen, director of the Wilcox Library, William Penn University, who is a partner in the Mahaska Memory Project. Hansen explained that the Mahaska Memory Project has been working through the Iowa Digital Heritage Initiative. Hansen said that due to some problems with the Iowa Digital Heritage Initiative, it would be better if the Mahaska Memory Project could purchase its own software and store images on OCLC's servers. Hansen said that the cost for the software, the license, installation, and the use of the OCLC servers would cost \$14,000.00 with an annual fee of \$1600.00. The \$14,000.00 would be split 50/50 between the Oskaloosa Public Library and Wilcox Library. Hansen and Holland then presented some of the features and benefits of the Content DM software. The software would allow each library to scan images and catalog them in a searchable database that would be accessible through the library's database. Holland suggested that for the library's share, \$3000.00 would come out of the Mahaska Memory Project fund and the remaining \$4000.00 would come out of the surplus balance in the library's BCR account. Holland asked Groet to explain. Groet told the Board that the library has a balance on deposit of \$11,309.54 with BCR (Bibliographical Center for Research) for the purpose of locating records for new items, downloading them, and putting them into the system. Holland explained that the monthly average spent from the BCR account is \$368.00, which means that the \$11,309.54 is approximately 36 months of cataloging. Taking the \$4000.00 out of the BCR account still leaves about 20 months of cataloging, which is a sizable surplus. Dykstra asked who would be responsible for the software. Hansen explained that each entity would be responsible for its own cataloging. Dykstra said that he did not want to take staff away from other projects that they are working on. Van Devender did not think that it would take very long to arrive at 10,000 images. Holland said that if the project became that big, they would look for outside funding. Dykstra asked about the timeframe for the project. Hansen and Holland both indicated March as the time

to begin the project with the new software. When asked about marketing the digital database, Holland said that she has commissioned a firm to design a logo for the project. Motion was made by Van Devender, seconded by Grafke, to approve the use of \$4000.00 from the surplus funds in the BCR/OCLC account for a software purchase. Motion passed.

Director's Report: Library Director Suzann Holland reported to the Board that at the close of the fourth month of the fiscal year the budget is 33% expended, with a theoretical target of 33%. Holland told the Board that the library is doing well on salaries. Holland said that the current part-time schedule that she is using is working. Holland reported that the library received its final settlement check of \$233.76 from the class action lawsuit brought by 40 states against the recording industry. Holland said that the library had received a shipment of about 150 CDs two years ago as part of the same settlement. Holland told the Board that per Trustee Van Wyngarden's request, a guide to staff members and their duties was included in the Board packets. Holland reported to the Board that the Playaway audio book pilot program has launched. In the first 25 days, the 20 players have circulated 31 times. Holland said that she plans to make a decision on whether to fold the collection or expand it from the pilot phase around the 3-month mark. Bishop suggested making it clear to patrons that the \$1.00 for the headphones, if they chose to purchase a pair of headphones, was a one-time expense. Holland told the Board that the SE Library Service Area would pay for Holland's expenses to the PLA conference. Holland informed the Board that City Attorney Randy DeGeest would take over as interim city manager on Tuesday, November 27, 2007. Dykstra asked if there was anything new concerning the McNaughton Book Service. Holland said that City Attorney Randy DeGeest is still in negotiations with the company. Bishop asked if Holland had heard about the MidAmerican Energy grant. Holland said no. Holland said that circulation for the adult department was down 6% in October. Circulation in the children's department was up 3%, and circulation in the teen department was up an astounding 104% over a year ago.

Youth Librarian Briefing: Youth Librarian Linda Fox reported that circulation for October in the children's department was up from last year by 900 items. However, children's program attendance was down from last year. Fox told the Board that the teens are busy building their float for the Lighted Christmas Parade. Their theme is "The Wonderful World of Oz". Fox said that she and Holland attended the ILA Planning session on November 9th. Fox told the Board that she was asked to be one of the facilitators for our area in the Iowa Quality Preschool Program Standards of the Iowa Department of Education. Van Wyngarden asked about the number of items withdrawn. Fox said that she typically weeds the children's department at the end of summer, and many of the items are replaced.

Library Technician Briefing: Library Technician Paulette Groet began with a note from the Mt. Pleasant correctional facility thanking the library for its donation of books to the correctional facility. Groet told the Board that the library has received its 2006/2007 E-rate refund check in the amount of \$808.05. Groet said that in preparation for the new Friends of the Library campaign, she added approximately 30 new categories, several new rules, and several new policies. Groet then mapped and tested each in the library's Workflows automated system. Holland complimented Groet saying that whatever she asks of Groet, it always happens and in a timely fashion. Groet told the Board that she, Holland, Julie Hansen, and Angela Crist attended a 2-day workshop on Content DM, the digital collection management software that the library hopes to use with its Mahaska Memory Project. Groet said that she has completed the National Survey of Public Library Funding and Technology Access, which is another requirement for the Gates Foundation Grant.

Building Manager Briefing: Building Manager Mike Calzaretta reported to the Board that

Dennis Shankster has informed us that the plastic sheeting he installed over the damaged brickwork is sufficient to withstand winter and keep out moisture. Calzaretta said that he would periodically inspect the sheeting to make sure it remains in place. Calzaretta said that in response to Trustee Van Devender's question about the green cleaning cost differentials, the cost difference between products is not an issue. There are so many new products on the market that they all have to be competitively priced. Calzaretta said that where the library will save money is by him doing the proper research to find the safest, most effective product for the library. With the new products, they cover a wider base of cleaning, so he will be able to eliminate all but two cleaning products. These will be an all-purpose cleaner and the disinfectant for the mop water. Calzaretta reported that the main entrance columns have been repainted. Calzaretta told the Board that he is currently soliciting bids on air duct and carpet cleaning, as well as installation of insulation. The bids will go to the Building and Grounds committee for review.

Committee Reports

Policy Committee: No report.

Staff Committee: The Staff Committee will meet in January.

Finance Committee: The Finance Committee will meet in January,

Budget Committee: Holland told the Board that she will receive the paperwork for the budget the 10th of December, and the Budget Committee will meet the first week of January.

Planning Committee: No report.

Technology Committee: Trustee Dykstra reported that the Technology Committee has been looking into options for replacing the library's PBX system, which is not currently working. Dykstra said that he had spoken with MCG about the possibility of a VoIP system for the library, but the cost was \$10,000.00. The bid from American Business Phones to replace the PBX system was \$4295.00. Dykstra recommended accepting the bid from American Business Phones. He said that the price was very reasonable, and the new PBX system would be all digital with great new features. Van Devender asked where the money would come from to pay for the new phone system. Holland said that it could come from the Dillon fund. Sytsma reminded the Board that they had decided to set aside the Dillon money for 3M equipment repair rather than purchase a service contract. Dykstra said that the Dillon money could be replenished from a CD that will be called in January. Motion was made by Grafke, seconded by Bishop, to approve the PBX phone purchase from American Business Phones using money from the Dillon fund to be replenished in January from the called CD for the amount of \$4295.00. Motion passed.

Building and Grounds: President Piph-Holle reported that the Building and Grounds Committee is prioritizing the list of things to be done around the library building and grounds. Calzaretta told the Board that he had received a bid from the Baker Group to install a "kill" switch outside the boiler room. Calzaretta said that the "kill" switch is required according to the state boiler inspector's report for insurance purposes. Grafke asked if this was a new requirement, and Calzaretta said that it has come up on the last couple of inspections. Van Devender asked if the switch would be accessible to the public as well as staff. Calzaretta said yes because the switch has to be accessible. Motion was made by Sytsma, seconded by Van Devender, to accept the Baker Group's bid to install a "kill" switch outside the boiler room with the cost being taken from the Library Maintenance Fund. Motion passed. Trustee Sytsma told the Board that he has contacted Trees Forever, and the library will be able to get trees for the grounds in the spring.

Unfinished Business: None

New Business

Board Meeting Time: President Piph-Holle brought up for discussion the idea of changing the Board meeting time in the hopes of attracting new Board members. After a

discussion, Piph-Holle asked the Board to email her with their ideas.

Financial Report/Approval of claims: Van Devender asked about the Pitney Bowes Purchase Power bill. Holland explained that through fraudulent advertising, the company was promoting a rewards program that turned out to be a line of credit. When Holland agreed to the rewards program, she inadvertently signed up for the line of credit. In September charges for postage and a meter rental fee were put on the line of credit instead of the credit card, where the charges normally went. Holland explained that the line of credit has been closed, and once this bill is paid, postage charges will revert to the credit card. Holland told the Board that she is also exploring another option for postage. Motion was made by Grafke, seconded by Sytsma, to approve payment of the November claims. Motion passed. Van Wyngarden said that the new tax laws make meal reimbursement for one-day travel a taxable benefit. Holland said that she would check into it.

Public Input: None.

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

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board