

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – OCTOBER 22, 2007 -- 4:00 P.M.

The meeting was called to order by President Richelle Pipho-Holle. Roll call was taken by Board secretary Susan Hasso with Trustees Judy Bishop, Darren Dykstra, Peggy Grafke, 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.

Minutes: Motion was made by Bishop, seconded by Van Devender, to approve the minutes of the September 24, 2007, Board meeting. Motion passed.

Correspondence: Pipho-Holle told the Board that there was a great article about the Library Foundation and their support of Mahaska County Reads in the Herald.

Director's Report: Holland reported that at the close of the third month of the fiscal year, the budget is 25% expended with a theoretical target of 25%. Holland said that the part-time salaries line is currently under budget. Holland told the Board that the Mahaska County Reads program ended October 8th with strong participation. Holland said that next year's selection would be a nonfiction book. Holland told the Board that 5 staff members attended the Iowa Library Association Conference in Coralville. Two other staff members attended the pre-conference. Holland told the Board that Linda Fox received the ILA Youth Services Award in front of a large crowd at the conference. Holland said that the award was well deserved and that it was a huge honor for Fox and the library. Pipho-Holle said that the library is very fortunate to have Fox as youth librarian. Holland reported to the Board that the library is testing a new format – Playaways, which are ready-to-go audio books. They are not a lot more expensive than books on CD. Holland said that the library will sell headphones for \$1.00 or patrons can use their own. Holland told the Board that at last week's meeting, the City Council agreed to give the library matching funds for the "Green Home" collection grant. As a result, the library won't have to spend any of its limited materials budget on the project. Holland said that she is still waiting to hear about the grant from the MidAmerican Energy Foundation. She said that she has other funding possibilities if needed. Holland reported that the security camera in the adult computer lab and portable monitor have been installed. Holland told the Board that City Attorney Randy De Geest reported that McNaughton was able to produce a contract signed by former director Nancy Simpson, but he has not yet had a chance to review the contract. Holland informed the Board that City Manager Don Sandor has submitted his resignation. Holland and Pipho-Holle both said that Sandor had always been very supportive of the library. Holland told the Board that adult circulation was up 6%, teen circulation was up 27%, and VHS circulation was down by 47%.

Youth Librarian Briefing: Linda Fox reported that September's circulation was up from last year by almost 900 items. Most of the increase happened in fiction books. Fox said that program attendance was up also from last year. Preschool and after-school attendance was down, and story time for the young was up. Fox told the Board that she participated in Kidtober Fest, which was a huge success. Fox said that 300-400 children attended with at least as many adults. Fox said that teens assisted with setting up and manning the tables. Fox told the Board that she attended the Iowa Library Association conference, which was outstanding this year. Fox reported that the teens are busy planning their float for the Lighted Christmas parade. Pipho-Holle asked about how many teens were involved. Fox said that she mails out 50 cards. Last month she had 25 teens attending the meeting, and she had 23 the month before. Grafke complimented Fox on the

wonderful job that she does with the very young children.

Library Technician Briefing: Paulette Groet reported to the Board that she has completed the installation of Connexion 2.0 (cataloging software) on five workstations. Groet said that she has deleted records for over 300 juvenile items in the library's database and the OCLC database. Groet told the Board that she has sent the new BEAR (Billed Entity Reimbursement Form) to Erate for the 2006-2007 year. Groet said that she has received a notification letter that we are approved and that the check will be sent within 20 days. Groet reported that she has prepared the Microsoft Iowa state and local government claim forms for a share of the class action judgement. Groet said that she is requesting a refund on 34 Windows Operating System software @ \$16.00 each and 33 Office Suites @ 29.00 each for a total of \$1501.00. Groet updated the Board on the new Gates hardware grant. Holland and Groet will complete a survey for the grant. On Nov. 6 – 7, Groet and Holland will attend a workshop on Content DM and the public web site will launch in December.

Building Manager Briefing: Mike Calzaretta reported that he had attended an ILA pre-conference workshop on safety and security in libraries with Holland. Calzaretta told the Board that the dead shrubs were removed from the book drop lane and the trees around the parking lot were trimmed. Calzaretta reported that the limestone cap was removed from the problem area of the leaking new wall. As Dennis Shankster has reported, it appears that the flashing is not fully covering the problem wall as is called for in the blueprints. Calzaretta explained that we are looking into any change orders that may have been called for by the architect. Calzaretta said that we would then know how to proceed. In the mean time, in place of the cap, Shankster has installed plastic sheeting for cover and there have been no additional leaks. Calzaretta told the Board that he attended a seminar on green cleaning, specifically for carpet cleaning, restroom cleaning, and infection control. Van Devender asked if the materials used for green cleaning would be more expensive. Calzaretta said that he would check into the cost difference.

Committee Reports

Policy Committee: Piph-Holle told the Board that the Policy Committee had met via email.

Staff Committee: Nothing to report.

Finance Committee: Piph-Holle suggested that the Finance Committee meet in the next month to review the library's investments.

Budget Committee: Nothing to report.

Planning Committee: Holland asked that the Planning Committee meet in January 2008 to review the library's long-range plan.

Technology Committee: Dykstra reported that he had gotten a quote from MCG for a VoIP system for the library, which was substantially more expensive than a PBX system. He said that MCG is talking with the City about switching the entire City to a VoIP system. At that time the library would be able to have the VoIP at a much lower cost. Holland asked for the Technology Committee to meet in January 2008 to review the library's Technology Plan.

Building and Grounds: Piph-Holle reported that the Building and Grounds Committee would meet Tuesday, October 23, at 9:00 a.m. to create and prioritize a list of areas throughout the building and grounds that need attention.

Unfinished Business: None

New Business: Holland asked the Board to approve the Borrowing and Circulation Policy revision. Holland explained that in order to boost general membership for the Friends of the Library and to recognize the service of Library Foundation Board members, checkout periods for these two groups would be extended. Three-day checkouts would become seven, and fourteen-

day checkouts would become twenty-one. Holland said that the Policy Committee has discussed the revision and supports it. Bishop pointed out several places throughout the policy where 6th grade should be changed to 5th grade, and 7th grade should be changed to 6th grade. Motion was made by Dykstra, seconded by Grafke, to accept the revised Borrowing and Circulation Policy with corrections. Motion passed.

Financial Report/Approval of claims: Motion was made by Dykstra, seconded by Bishop to approve payment of the September claims. Motion passed.

Public Input: None

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

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board