

MINUTES

OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES

MONDAY – FEBRUARY 25, 2008 -- 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, and Mike Sytsma 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 Grafke, to approve the minutes of the January 28, 2008, Board meeting. Motion passed. Piph-Holle then asked for a motion to approve the minutes of the February 1, 2008, emergency meeting of the Board. Trustee Darren Dykstra asked that the minutes be amended to reflect that Dykstra had arrived late for the emergency meeting due to a work commitment. Motion was made by Bishop, seconded by Dykstra, to approve the amended minutes for the emergency Board meeting on February 1st. Motion passed.

Correspondence: None.

Building Manager Briefing: Building Manager, Mike Calzaretta, reported that snow and ice removal is keeping him busy. Calzaretta told the Board that the library has had its routine scheduled maintenance visits for the HVAC system and the elevator. Both are running well. Calzaretta said that more ballasts have been replaced with the help of the Street Department. Calzaretta told the Board that he has checked Dennis Shankster's temporary leak protection on the roof and has found it to be holding up well.

Director's Report: Library Director, Suzann Holland, reported that the library's circulation was down by 12%. The Children's Department was down by 9%, the Adult Department was down by 16%, and the Teen Department was up by 38%. Holland said that overall the library's statistics were good. Holland told the Board that at the close of the seventh month of the fiscal year, the budget is 57% expended, with a theoretical target of 58%. Holland informed that Board that Jan Palmer, part-time library assistant, has resigned effective March 8th. Holland said that since the library is running a bit high on part-time wages, she would wait to replace Palmer until later in the spring. Holland said that the library has received notification that the library has been named in the will of Lena Doller. Holland said that she is not sure at this time how much the library will receive. Holland informed the Board that she has received her public library administrator certification this month from the Public Library Association. Piph-Holle commended Holland on her accomplishment. Piph-Holle explained that there are only 2 librarians in the nation to attain this certification. Both librarians are in Iowa. Holland reminded the Board that the public budget hearing would be before the City Council meeting at 6:30 p.m. on March 3rd. Holland encouraged Board members to be present. Holland commended all of the staff and especially Paulette Groet for how they performed during the problems with the server.

Youth Librarian Briefing: Youth librarian, Linda Fox, reported that circulation for the Children's Department was down from last year by over 800 items. Fox said that the decrease is likely due to snow, ice, cold weather, and the flu. Fox explained that with the server down, some teacher renewals were lost during January, but these should show up on February's report. Children's program attendance was up from last year. In-house preschool attendance was down, but preschool outreach was up. K-6th programming remained just about the same. The baby/toddler story time attendance increased by 246%. Fox said that she was able to reschedule most of her school visits that were cancelled due to snow. Fox told the Board that she had attended a Summer Reading workshop in Fairfield, and she and Hasso had attended an ICN session on new children's and teen literature. Fox told the Board that librarians and library supporters have been wonderful in their response to Governor Culver concerning his recommended budget cuts to libraries. Fox reminded the Board that Lobby from Home Day is

February 27th and the Legislative Reception at the Law Library in the State Capitol is March 11th. **Library Technician Briefing:** Library Technician, Paulette Groet, reported that the month of February has been consumed with server issues. There was a problem getting the computers set up to work as stand-alone clients. Those problems were resolved, and the staff was able to accommodate patrons with checking in and checking out. When the server was available on February 14th, lists were run so staff could remove all fines accumulated during the period of time our server was down. Groet said that at present, she is still working on some minor issues with the reports. Groet said that she expects to have these problems taken care of by the end of this week. Groet informed the Board that the library would upgrade to Sirsi's new version of the automated system, called Symphony, in about a month. Groet said that she has run off the user's guide (approximately 750 pages), and she hopes to get a feel for the new system before the staff is introduced to it. Groet told the Board that she has completed installation of Connexion 2.1 (cataloging software) on all needed workstations. Groet reported that she has sent Form 471 (Services Ordered & Certification form) to Erate for FY 2008-2009. She received Form 417 (Receipt Acknowledgment Letter) confirming that the Schools and Libraries Division did receive the form. Groet said that the HP printer on the 2nd floor had to have a new fuser installed. Trustee Grafke asked Groet about the \$1500.00 that the Library Foundation had given for Groet to take additional classes and training. Groet said that while she has not yet used the money from the Foundation, she intends to apply the money to additional classes or training in the future as she has time.

Committee Reports

Policy Committee: No report.

Staff Committee: Piph-Holle reported that the Staff Committee is working on the Director's evaluation format.

Finance Committee: The Finance Committee will meet with David Ahmad from Edward Jones Investments. Then Ahmad will meet with the whole Board.

Budget Committee: No report.

Planning Committee: No report.

Technology Committee: Piph-Holle said that the Technology Committee meeting was postponed.

Building and Grounds: Piph-Holle said that the Building and Grounds Committee would meet next week.

Unfinished Business: Approval of closure on April 16th for staff in-service: Holland asked the Board to approve the closing of the library on April 16th for a staff in-service. Holland said that because of the situation with the server being down and with the library changing to a new automated system in a month, she would like to reschedule the staff in-service from February 27th to April 16th. Motion was made by Grafke, seconded by Bishop, to reschedule the staff in-service for Wednesday, April 16th, with full day closure. Motion passed.

New Business: Trustee Grafke said that she had received an email from a non-board member concerning an organization that had always met at the library before the library was open and is no longer able to do so. Holland explained that she was simply enforcing Board policy. Holland said that in the past there had been a lack of consistency in enforcing the policy concerning before-hour meetings. Piph-Holle said that it was not right to allow the use of the meeting rooms before library hours for groups just because they have a personal connection with library staff members. If one group is allowed in before hours, then all groups should have the same opportunity. Holland explained that the issue was brought to her attention by library staff, and she is trying to enforce Board policy. Bishop asked about William Penn University no longer being able to use the ICN at the library. Hasso explained that in the past William Penn's classes ran from 6:00 p.m. to 9:00 p.m. When the library cut its hours back to 8:00 p.m. due to budget cuts,

William Penn was no longer able to extend their classes to 9:00 p.m. Penn could schedule their classes from 5:00 p.m. to 8:00 p.m. if they chose. In fact, there is a William Penn class, which ends at 8:00 p.m., using the ICN this semester,

Financial Report/Approval of claims: Piph-Holle asked about the replacement of the Dillon funds. Holland said that she is waiting to hear from the Finance Committee. Piph-Holle asked what the library share of the cost of the new server would be. Holland said that the library had not yet been billed. Holland said that while the new materials fund is getting low, the library would be receiving the Lacy disbursement, the Leonard James disbursement, and funds from the Friends of the Library. Motion was made by Dykstra, seconded by Sytsma, to approve payment of the February claims. Motion passed.

Public Input: None.

President's Remarks: Piph-Holle awarded Trustee Dykstra with a small gift for being the first to meet Piph-Holle's challenge of last month and turn in a new Friends membership. Holland commended and thanked Groet and the entire staff for their efforts during the time the server was down.

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

The next meeting will be on March 24, 2008, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board