

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – JANUARY 28, 2008 -- 4:00 P.M.

The meeting was called to order by President Richelle Piphon-Holle. Roll call was taken by Board secretary Susan Hasso with Trustees Judy Bishop, Darren Dykstra, Peggy Grafke, Jane Ireland, Mike Sytsma, Diane Van Wyngarden, and newly appointed Trustee David Krutzfeldt present. Beverly Van Devender arrived later. Also present were Library Director Suzann Holland, Youth Librarian Linda Fox, and Library Technician Paulette Groet. Piphon-Holle welcomed Krutzfeldt to the Board.

Minutes: Motion was made by Van Wyngarden, seconded by Bishop, to approve the minutes of the December 17, 2007, Board meeting. Motion passed.

Correspondence: None.

Director's Report: Holland reported that circulation was down a total of 7% from a year ago. Adult circulation was down by 11%, children's circulation was down by 7%, but Teen circulation was up 83% from a year ago. Holland told the Board that she has been weeding adult materials. Weeded materials are sold, and the money goes into the materials budget. Holland told the Board that at the close of the sixth month of the fiscal year the budget is 49% expended, with a theoretical target of 50%. Holland said that the launch of OPL Notes, the new quarterly newsletter for the public, has been delayed due to Holland's extended illness earlier in the month. The new target date is February 8th. Holland told the Board that the new telephone system was installed. The equipment is functioning well, but there are still some customizations to be worked out. Holland said that new titles have been added to the Playaway collection, and she has signed up for a standing order program. Holland told the Board that the library hosted the city manager candidate reception on Friday, January 25th. Holland reported that Paulette, Marion, and she attended the first of four training sessions for the open source content management system that the library will use to revamp the library's web site. Holland said that upon launch, the library's new web site will be located at www.oskaloosalibrary.org. Holland informed the Board of the Governor's FY 2009 budget proposal to cut library funding by 18%. Holland said that she would have Fox, who is on the Governmental Action Committee for the Iowa Library Association, explain further.

Building Manager Briefing: Building Manager Mike Calzaretta was unable to attend the meeting. Holland gave his report. Holland said that Calzaretta has been busy with snow and ice removal. Holland reported that the library has registered with the Iowa Educators Consortium for custodial supplies at a discount of 15% to 30%. Calzaretta is also setting up a green program through them. Holland told the Board that seven ballasts have been replaced, with more still needed.

Youth Librarian Briefing: Youth Librarian Linda Fox reported that children's circulation was down from last year. She said that the decrease was most likely due to bad weather and illness. Fox told the Board that program attendance was up slightly from last year, due to the highly-attended Parents as Teachers program at the mall in which Fox participated. Fox said that the Teen Advisory Board is helping to plan this year summer reading program for children, "Let the Book Bug Bite". The Teens did not like the state's theme of "Metamorphosis" for them. Instead, the teens chose a music theme, "Read to the Beat". Fox told the Board that the Children's Literature class from William Penn University came to the library for a tour and presentation. Fox went to the two Oasis classes and talked to them about the importance of reading and the exciting things happening in children's literature. Fox told the Board that she participated in an Iowa Library Association Governmental Affairs Committee strategy meeting to brainstorm ways to convince legislators to take a stand against the Governor's proposed cuts to libraries. Fox

explained that the Governor's FY 2009 budget proposal cuts funding to the State Library by \$135,000, the Library Service Areas by \$259,442, and Enrich Iowa funds by \$725,000. This year our library received \$11,535 in Enrich Iowa funds. Fox encouraged the Trustees to contact their legislators and ask them to oppose the proposed cuts to library funding. Fox also reminded the Trustees that March 11 is Legislative Day, which is a wonderful opportunity for library advocates to speak with their legislators at the State House in Des Moines.

Library Technician Briefing: Library Technician Paulette Groet reported to the Board that she installed Connexion 2.10 (cataloging software) on Marion Gaughan's computer so that she can test the software before installing on the other cataloging machines. Groet told the Board that she and Marion have been doing some testing on the 3M DLA (Digital Library Assistant per Suzann's request). The DLA is a collection maintenance tool. Groet reported that she is in the process of getting bids on new patron library cards as the library is running low. She has two bids and is waiting on a third. Groet said that she has completed the Form 471 (Services Ordered and Certification Form) for year 2008-2009 for Erate. The library's estimated cost is \$1207.32, with a refund request of \$845.12. Groet told the Board that she has removed patrons from the system if their account had expired before 1/1/2005. Groet explained that she did the removal in 3 phases with the last phase causing a problem. Groet said that by mistake she selected the wrong criteria, which caused the system to be down for a day. This problem was corrected by Sirsi, and the library staff did a wonderful job of getting things up and going again.

Committee Reports

Policy Committee: No report.

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

Finance Committee: The Finance Committee will meet with the investment advisors in February. Then the advisors will meet with the whole Board. Piph-Holle said that the committee is waiting to hear news about the FY 2008-2009 budget.

Budget Committee: Holland told the Board that the budget presentations to the City Council and the County Supervisors went very well.

Planning Committee: Holland said that she will have something for the Planning Committee in the near future.

Technology Committee: Piph-Holle said that the Technology Committee has had an email meeting. Dykstra said that it was time to do the 5-year technology plan for the library.

Building and Grounds: Piph-Holle said that the Building and Grounds Committee will need to meet to prioritize building needs.

Unfinished Business: None.

New Business

Designation of 25% Gates Grant matching funds: Holland explained to the Board that the new Gates Foundation grants require matching funds. For Phase One, the library needs to contribute \$2600.00, which is a 25% match. The library must send written documentation to the State Library by March 31, 2008. Holland said that if approved, President Piph-Holle would sign a letter to send to the State Library as documentation. Holland recommended that the \$2600.00 be taken from the Dillon fund. Sytsma said that part of the Dillon fund was set aside for 3M repairs. He wanted to be sure that there was enough left to cover the cost of repairs to the 3M equipment. Motion was made by Dykstra, seconded by Grafke, to approve the \$2600.00 in matching funds for the Gates Foundation grant with the source of the money to be determined by the Finance Committee. Motion passed.

Approval of closure on February 27th for staff in-service: Holland asked the Board to approve the closing of the library on February 27th for a staff in-service. Holland said that

there would be cross-training for staff that attend the service desks (circulation, reference, and children's reference). There would be safety/security logistics planning by the staff, and there would be team building exercises. Piph-Holle asked how many in-service days per year did Holland plan. Holland said two days per year. Motion was made by Van Devender, seconded by Ireland, to approve the library closure on February 27th for staff in-service. Motion passed.

Miscellaneous: Van Wyngarden asked about a disc polisher. Holland explained that the library does have a disc polisher for DVDs. When patrons report a problem, the DVD is resurfaced. Holland said that the new high definition DVDs will be more durable.

Van Devender suggested that the library host a coffee time for Council members and the County Supervisors. This could include refreshments and a tour of the library. Van Devender also suggested a library open house for the public. Van Devender suggested that these events could be hosted by the Board; thereby, not putting additional work on staff.

Piph-Holle handed out membership brochures from the Friends to each Board member. She challenged them to sign someone up to be a member of the Friends of the Library. Piph-Holle told the Board that there would be a small prize for the first Trustee to turn in the Friends' membership form filled out along with a check. Piph-Holle said that the Friends organization is extremely important to the library. Holland said that as a member of the Friends of the Library, you have a longer check-out time and you receive a 15% discount at the Book Vault.

Financial Report/Approval of claims: Van Wyngarden asked about the budget line item for Hourly wages-Temporary/Seasonal being 120% spent. Holland explained that the wages for the two new part-time employees were being taken out of that line rather than Salaries-Regular Part-time. Holland said that the City Clerk's office would correct that. Dykstra asked about the two MidAmerican Energy bills. Holland explained that the Board had met early in December before the MidAmerican bill had arrived. Van Wyngarden asked what the budget line item for Other Professional Services included. Holland said that it included such things as our cataloging service. Motion was made by Dykstra, seconded by Van Devender, to approve payment of the January claims. Motion passed.

Public Input: None.

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

The next meeting will be on February 25, 2008, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan M. Hasso

Susan Hasso
Library Administrative Assistant
for the Board

