

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY—MARCH 27, 2017—4:00 P.M.**

The meeting was called to order by Board President Michael Collins. Roll call was taken by Board secretary Susan Hasso with Trustees Ken Allsup, Judy Bishop, Chris Harbour, Jane Ireland, and Sally Posovich present. Also present at the meeting was Library Co-interim directors Marion Gaughan and Susan Hasso and City Manager Michael Schrock.

**Minutes:** Motion was made by Bishop, seconded by Posovich, to approve the minutes from the February 27, 2017, Board meeting and the March 6, 2017 Special Board Meeting. Motion passed.

**Board Correspondence, Public Input or Friends Report:**

**Friends' Report:** Bryan Johnson, president of the Friends of the Library, said that the Friends met on March 16. The Friends helped with the program presented by All Iowa Reads author, Michelle Hoover. The Friends donated money to purchase 10 copies of the book *Bottomland*, and they provided refreshments for the program. On March 16, the Friends sponsored a program on Alzheimer's. The Friends approved paying for the Summer Reading software again this year at a cost of \$995.00. The Key Club is planning on helping with the maintenance of the Reading Garden this summer. Ray Becze is meeting with the Key Club on April 12<sup>th</sup> to discuss the maintenance of the Reading Garden and set up a schedule. As to the broken fence around the Reading Garden, Mike C. and Ray think that they can fix the east side of the fence.

**Board Correspondence:** Michael Collins read a letter from Kathy Rothfus tendering her resignation from the Library Board effective April 1, 2017.

**Director's Report:** Marion told the Board that the All Iowa Reads program with author Michelle Hoover went well with an attendance of 30. She said that the staff had met on March 1 and 8 to work on writing objectives and activities for the Library's Strategic Plan. The staff will meet again on April 19<sup>th</sup> to finish the objectives and activities. The completed Strategic Plan will be brought to the Board for final approval.

**Committee Reports:**

**Staff Committee – Jane Ireland, chair:** Jane said that she had checked at the City Clerk's office, and so far there are three applications for the director's position. The closing date for applications is March 31. She also told the Board that the compensation for the co-interim directors is 5%.

**Budget & Finance Committee – Michael Collins, chair:** City Manager Michael Schrock said that he would be happy to meet with the Budget and Finance Committee to discuss the budget. He explained several items concerning the budget. He also told the Board that there was quite a bit of interest built up in the Memorial Bequest Fund that should be re-invested. He said that he will look into that.

**Policy & Planning Committee – Judy Bishop, chair:** None.

**Technology Committee – Ken Allsup, chair:** The Technology Committee is bringing three items to New Business for approval: the letter of agreement for Bridges, the Koha Maintenance annual renewal, and the purchase of seven computers for public use.

**Building & Grounds – Chris Harbour, chair:** Harbour said that the Building and Grounds are bringing the following issues to New Business: a Winger bill, air conditioning, the lights in the stairway, the fypon trim, and the Reading Garden Fence.

**Unfinished Business: None.**

**New Business:**

**Winger Bills:** The Board was asked to approve the Winger bill for fixing the pump leak. Motion was made by Harbour, seconded by Bishop, to approve payment of the Winger bill for fixing the pump leak. Motion passed.

**Air Conditioning:** The Board was asked to approve having Winger check the fluids in the air conditioning units and fill them with the required amount. Motion was made by Harbour, seconded by Posovich, to approve having Winger check the fluids in the air conditioning units and fill them as needed. Motion passed.

**Lights in the Stairway:** The lights in the stairway from the entrance to the first floor are out. We are asking for approval to have DeBruin Electric come out and give us a quote on what it would cost to repair the lights. Motion was made by Harbour, seconded by Posovich, to approve having DeBruin Electric give us a quote for repair of the stairway lights. Motion passed.

**Fypon Trim on the Building:** The fypon trim around the top of the building is falling off. We are asking for approval to contact companies that do this kind of work to give us a quote as to what it would cost to repair the trim. Motion was made by Harbour, seconded by Posovich, to approve getting quotes on what it would cost to repair the fypon trim. Motion passed.

**Reading Garden Fence:** Harbour said that he would like to disregard this item for now until the Board can check on other options for fixing the Reading Garden fence. Motion was made by Harbour, seconded by Ireland, to disregard this item at this time. Motion passed.

**Letter of Agreement for Bridges:** The letter of agreement for Bridges needs to be signed and returned to the State Library by March 31, 2017. The return of the letter and the payment of the annual fee allows our library to continue participation in the Bridges Consortium for downloadable audiobooks and eBooks. Motion was made by Ireland, seconded by Allsup, to approve signing and returning the letter of agreement for Bridges and paying the annual fee of \$1331.67. Motion passed.

**KOHA Annual Maintenance Renewal:** KOHA is the library's circulating system and catalog. We are asking for approval to renew our annual contract and pay the maintenance fee. Motion was made by Allsup, seconded by Ireland, to renew our annual contract and pay the maintenance fee of \$2500.00 for KOHA. Motion passed.

**Computers:** In December, 2016, then-director Nicole Morgan asked library technician Chris Lobberect to order seven new computers: four for the children's computer lab and three for the library catalogs for public use. The computers were \$788.99 each for a total of \$5522.94 to come from the Susan Zajec Memorial. We discovered the other day that the computers have not arrived. We would need to call to find the current status of the order or if we would need to place a new order. Motion was made by Posovich, seconded by Bishop, to proceed with the purchase of the seven public computers with the cost to come from the Susan Zajec memorial. Motion passed.

**Library Director Job Description:** Ireland presented the Library Director Job Description with changes that were suggested at the March 6, 2017 Special Board meeting. Motion was made by Bishop, seconded by Ireland, to approve the revised Library Director Job Description. Motion passed.

**Compensation for Co-interim Directors:** Ireland said that the compensation for acting co-interim directors, Susan Hasso and Marion Gaughan was 5%.

**Resignation of Board Member:** Kathy Rothfus has tendered her resignation from the library board effective April 1, 2017. Motion was made by Posovich, seconded by Harbour, to approve Kathy's resignation. Motion passed with 4 ayes and 1 nay. Allsup opposed.

**Approval of Claims:** Motion was made by Harbour, seconded by Bishop, to approve payment of March claims. Harbour commented on how great the utility bill was. Motion passed.

**President's Remarks:** None

**Adjournment:** Motion was made by Bishop, seconded by Harbour, to adjourn. Motion passed.

The next regular meeting will be on Monday, April 24, 2017, at 4:00 p.m. in the library meeting room.

Respectfully submitted,  
Susan Hasso  
For the Board