

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY—FEBRUARY 26, 2018—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 Kathy Anderson, Judy Bishop, Donna Crookham, Chris Harbour, Jane Ireland, and Merle Mann present. Also present at the meeting was Library Director Marion Gaughan.

**Minutes:** Collins called for a motion to approve the minutes from the January 16, 2018, Library Board meeting. Motion was made by Crookham, seconded by Ireland, to approve the January 16<sup>th</sup> Library Board minutes. Motion passed.

**Board Correspondence, Public Input, Friends' Report, or Teen Advisory Report:** None

**Director's Report:**

**Humanities Iowa Speaker:** Marion told the Board that Humanities Iowa Speaker, Tom Milligan, will be speaking Tuesday, March 20, 2018, at 6:30 p.m. about "The Art of Conservation: A Visit with Ding Darling".

**Better World Books:** Better World Books has received three shipments for a total of 45 boxes of books, DVDs, and Music CDs. The library receives 20% of the net profit from the sale of each item. Payments for sold items will arrive quarterly. However, the amount has to be over \$50 for a check to be issued.

**Button-making Machine:** The Friends of the Oskaloosa Public Library Group has agreed to purchase a button-making machine and 1000 pieces of supplies for the Summer Reading Program.

**Word/Excel Class:** Marion told the Board that after the Board meeting, she will be offering an Introduction to Word/Excel Class at the library.

**Committee Reports:**

**Staff Committee – Jane Ireland, chair:** Ireland told the Board that library staff person Chris Lobberecht has left the library. Marion is reviewing the job description so that it can be posted by the City and on the Library's web site.

**Budget & Finance Committee – Michael Collins, chair:** None.

**Policy & Planning Committee – Judy Bishop, chair:** Bishop said that the Committee has reviewed the Lobby Display Guidelines. The Committee feels that they should be guidelines rather than a policy. The guidelines will be voted on during New Business.

**Technology Committee – Merle Mann, chair:** None.

**Building & Grounds – Chris Harbour, chair:** None.

**Unfinished Business:** None.

**New Business:**

**Approval of Consent Agenda:** Motion was made by Bishop, seconded by Harbour, to approve the Consent agenda.

- Approval of MidAmerican Energy Invoice: Monthly payment of utilities. Invoice total is \$2840.01.
- Approval of LibLime Invoice: Annual payment of Library Circulation Software (KOHA) Maintenance Agreement. Invoice total is \$2,500.00.
- Approval of Popular Subscription Invoice: Annual payment of Magazine Subscriptions. Invoice total is \$1,742.65.
- Approval of Cunningham Service Invoice: Quarterly payment of Maintenance Agreement. Invoice total is \$1,361.00.

- Approval of Halvorson Trane Invoice: This is the billing for the preapproved work to remove the JACE, set up the HVAC monitoring computer, and ensure that humidifier #1 would work and is working correctly. Invoice total is \$3,533.50.
- Approval of Winger Invoice: This is the billing for the preapproved work to replace the out of code Backflow RPZ. The Backflow has been replaced and inspected. Invoice total is \$954.05

Motion passed.

**Approval of Lobby Display Case Guidelines:** Motion was made by Bishop, seconded by Harbour, to approve the Lobby Display Guidelines. Motion passed.

**Approval of Claims:** Motion was made by Ireland, seconded by Anderson, to approve payment of February claims. Motion passed.

**President's Remarks:** None.

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

The next regular meeting will be on Monday, March 26, 2018, at 4:00 p.m. in the library meeting room.

Respectfully submitted,  
Susan Hasso  
For the Board