

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY—JUNE 25, 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. Sally Posovich was excused. Also present at the meeting was Library Director Marion Gaughan and Bryan Johnson, president of the Friends of the Library.

**Minutes:** Motion was made by Crookham, seconded by Bishop, to approve the minutes from the May 4, 2018, Special Board meeting. Motion passed. Motion was made by Harbour, seconded by Bishop, to approve the minutes of the May 21, 2018 Board meeting. Motion passed.

**Board Correspondence, Public Input, Friends' Report, or Teen Advisory Report:** Bryan Johnson, president of the Friends of the Library, said that the Friends had met last Thursday. The Friends are going to buy table covers with Oskaloosa Public Library on them for the Friends and the Library to use at community events. He said that the Friends will again be paying for the Book Page for the library. They will continue to sponsor the Humanities Iowa speakers next year. The Friends will have a table at Sweet Corn Serenade, and they are working with the AAUW on their annual book sale. The Friends are continuing to work on the Reading Garden.

**Director's Report:**

- Marion told the Board that the handout she has given them listed the possible reasons for the doubling of the MidAmerican Energy bill this month, and the steps that she and the staff are taking to reduce the library's use of electricity.
- Marion told the Board that the end of the Fiscal Year Financials is an attachment in their Library Board packet. Overall, the Library was fiscally responsible, with three individual budget lines slightly overspent, but all budget funds were within the budget.
- Jennifer Chamberlain is the new part-time library assistant, and she began working with us on May 29<sup>th</sup>.
- As of Monday, June 25, 2018, the Summer Reading program has over 700 children, teens, and adults registered with over 49,000 minutes read.

**Committee Reports:**

**Staff Committee – Jane Ireland, chair:** None

**Budget & Finance Committee – Michael Collins, chair:** The Budget and Finance Committee met and went over the end-of-the-year budget spent. Everything looked good. It was a good budget and a good year.

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

**Technology Committee – Merle Mann, chair:** The Technology Committee met to discuss the purchase of new computers and a book check machine.

**Building & Grounds – Chris Harbour, chair:** The Building and Grounds Committee met with the representative from Genus Landscaping concerning a proposal for the donated space.

**Unfinished Business:** None.

**New Business –**

**Approval of Consent Agenda:**

**All items appearing on the Consent Agenda are considered routine by the Library Board and shall be enacted by one motion. If discussion is desired, that item shall be removed, discussed separately, and approved by a separate motion by the Library Board.**

Motion was made by Crookham, seconded by Bishop, to approve the Consent Agenda. Motion passed.

- a. **Approval of Johnson Controls Invoice:** This is the annual invoice for Intrusion Monitoring. The Total cost is \$710.91 to be paid from the General Fund. (Johnson Controls purchased Tyco SimplexGrinnell).
- b. **Approval of Johnson Controls Agreement:** This is the annual service agreement for Fire/Life Safety Systems. The actual invoice will arrive in July. Per the agreement, the total cost is \$2,459.00 for one year.
- c. **Approval of Schumacher Invoice:** This is the quarterly maintenance invoice for the elevator. The quarterly cost is \$331.23 to be paid from the Library Maintenance Fund.
- d. **Approval of MidAmerican Energy Invoice:** The monthly invoice was double the amount from last month. Marion had already addressed the reasons for this and what she and the staff were doing to reduce the amount on next month's bill.

**Approval of Regular New Business Agenda:**

**Approval of Quote for Seven New Computers-Five Public/Two Staff:** Motion was made by Harbour, seconded by Mann, to approve the quote for the purchase of seven new computers from Dell with the five public computer to be paid for from the Zajec Memorial Fund and the two staff computer to be paid for from the Allender Memorial Fund. After a brief discussion, the motion passed.

**Approval of Quote for New Book Check:** Motion was made by Crookham, seconded by Mann, to approve the quote for the purchase of the new Book Check from Biblioteka/3M for a cost of \$4774.00. The budgeted amount of \$3600.00 will come from the Riefe Memorial, and the remaining amount will come from the Allender Memorial.

**Approval of Quote for Reading Garden Expansion Proposal:** Motion was made by Bishop, seconded by Anderson, to approve the quote for the proposal of a design plan from Genus Landscaping for the Reading Garden expansion for a cost of \$5050.00. Marion said that the proposal includes a site inventory, development of two master plan concepts, and a refined master plan with a development cost opinion. After some discussion, the motion passed.

**Approval of Payment for Credit Card Reader and Monthly Platform Fee:** Motion was made by Mann, seconded by Anderson, to approve payment of the cost of \$90.00 for the credit card reader and the monthly platform fee of \$15.00. The Library is one of four City Departments that is purchasing a credit card reader to be used by the public for payment of fees. Motion passed.

**Election of Officers for FY 2018-2019:** Collins opened nominations for the position of Library Board president. Ireland nominated Judy Bishop. Hearing no further nominations, Collins closed the nominations. Collins then opened nominations for Library Board vice-president. Ireland nominated Chris Harbour. Hearing no further nominations, Collins closed the nominations. Collins called for a vote to approve Judy Bishop as Library Board president and Chris Harbour as Library Board vice-president. The vote passed unanimously.

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

**President's Remarks:** Collins said that he has enjoyed his time serving as president of the Library Board. He thanked all of the Board members for their support.

**Adjournment:** Motion was made by Anderson, seconded by Mann, to adjourn. Motion passed.

The next regular meeting will be on Monday, July 23, 2018, at 4:00 p.m. in the library meeting room.

Respectfully submitted,  
Susan Hasso  
For the Board