

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY—JANUARY 16, 2018—4:00 P.M.

The meeting was called to order by Board Vice-president Judy Bishop. Roll call was taken by Board Secretary Susan Hasso with Trustees Chris Harbour, Merle Mann, and Mike Sytsma present. Sally Posovich was present by phone. Also present at the meeting were Library Director Marion Gaughan and president of the Friends, Bryan Johnson.

Minutes: Bishop called for a motion to approve the minutes from the December 18, 2017, Library Board meeting. Motion was made by Harbour, seconded by Mann, to approve the December 18th Library Board minutes. Motion passed. Bishop called for a motion to approve the minutes from the December 29th Special Library Board meeting. Motion was made by Harbour, seconded by Mann, to approve the minutes from the December 29th Special Library Board meeting. Motion passed.

Board Correspondence, Public Input, Friends' Report, or Teen Advisory Report:

Friends' Report: Friends' president Bryan Johnson told the Board that that evening the Friends were sponsoring Humanities Iowa speaker, Dan Kaercher, who will present a program on "Iowa's Hidden Treasures". In May, the Friends will sponsor a program on Abraham Lincoln. The Friends are again selling engraved bricks for the Reading Garden.

Director's Report: Marion told the Board that she will be offering two programs on Bridges, which is the library's eBooks and downloadable audiobooks. The programs will be held on January 23rd at noon and 5:30 p.m. Marion also told the Board that she is going to implement the Better World Books program that the Board approved in 2016. The first shipment should go out on January 22nd. The library will get 20% of the net profit.

Committee Reports:

Staff Committee – Jane Ireland, chair: None

Budget & Finance Committee – Michael Collins, chair: Marion told the Board that the City Manager Michael Schrock and City Clerk Amy Miller said that they had no concerns about the budget that Marion presented.

Policy & Planning Committee – Judy Bishop, chair: Bishop said that there would be a revised Payment of Claims Policy in New Business. Marion explained that in the last revision establishing a Consent Agenda, the definition of Consent Agenda included only invoices that were monthly, quarterly, biannual, and annual. The revision includes in the Consent Agenda any quotes previously approved by the Library board for which invoices have now been received.

Technology Committee – Merle Mann, chair: None.

Building & Grounds – Chris Harbour, chair: Harbour said that there will be several invoices from Winger for work already approved by the Board in New Business.

Unfinished Business: None.

New Business:

Approval of Consent Agenda: Motion was made by Mann, seconded by Sytsma, to approve the Consent agenda.

- Forbes Office Solutions Invoice: Quarterly payment for maintenance and copies on three copier machines at an invoice total of \$517.58.
- Schindler Elevator Corp Invoice: Quarterly payment for maintenance on the elevator at an invoice total of \$740.25.
- MidAmerican Energy Invoice: Monthly payment of utilities at an invoice total of \$2100.14.

Motion to approve the Consent Agenda passed.

Approval of Winger Invoice: Motion was made by Harbour, seconded by Mann, to approve the payment of the Winger Service invoice for the replacement of the inducer motor on Boiler #2 with the invoice total of \$914.07 to come from the General Fund 6310. Motion passed.

Approval of Winger Invoice: Motion was made by Harbour, seconded by Sytsma, to approve the payment of the Winger Service invoice for the replacement of the inducer motor on boiler #1 with the invoice total of \$1,117.34 to come from the Library Maintenance Fund 6310. Motion passed.

Approval of Winger Invoice: Motion was made by Harbour, seconded by Sytsma, to approve payment of the Winger Service invoice for the replacement of the Trane motor and capacitor on A/C Unit #4 with the invoice total of \$1,271.00 to come from the Library Maintenance Fund 6310. Motion passed.

Approval of Winger Quote: Motion was made by Harbour, seconded by Mann, to approve the Winger Service quote to replace the backflow device for the boiler side to an RPZ style to meet Iowa Code and test operation with the total quote being \$1050.00. Motion passed.

Approval of Revision of Payment of Claims Policy: Motion was made by Mann, seconded by Sytsma, to approve the revision of the Payment of Claims Policy to include in the Consent Agenda any quotes previously approved by the Library board for which invoices have now been received. Motion passed.

Approval of Claims: Motion was made by Mann, seconded by Harbour, to approve payment of January claims. Motion passed.

President's Remarks: None.

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

The next regular meeting will be on Monday, February 26, 2017, at 4:00 p.m. in the library meeting room.

Respectfully submitted,
Susan Hasso
For the Board