

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, January 27, 2020—4:00 P.M.

The meeting was called to order by Board President Chris Harbour. Roll call was taken by Board Secretary Julie Dunne-McKee with Trustees Kathy Anderson, Donna Crookham, Sharon Hammes, Julie Hansen, Merle Mann, Diana Pearson, and Michael Collins present at the meeting. Also present was Library Director Marion Gaughan and Bill Akason of the Friends.

Minutes: Harbour called for a motion to approve the minutes from the December Library Board meeting. Motion was made by Mann, seconded by Crookham, to approve the minutes from the December 30, 2019, Library Board meeting. Motion passed.

Board Correspondence, Public Input, Friends' Report, or Teen Advisory Report: Bill noted the Friends group is preparing for three Iowa Humanities speakers this year, one each in March, May, and September.

Director's Report: Marion told the board

- She is working with Sarah Kargol of the Oskaloosa Arts Center to get painting supplies costs and determine local artist's interest level in painting the old bay windows for a fundraiser.
- Sally Posovich is turning in her Library Board resignation, effective February 1, 2020, as her health is declining. We are looking for a city resident candidate to replace Sally on the Board.
- As shown in the Staff Meeting Minutes, Marion has repeated herself with staff for months about job performance issues. When the staff does not do their jobs correctly, they fail the patrons. Marion wants the Board to be aware she has begun tracking errors, and there will be consequences involved for an accumulation of errors. Marion is trying to determine where retraining needs to be done, and will work with individual staff to find the root of specific issues.
- MCG approached the Library offering to add additional WiFi points on the first and third floors, for a total of three access points, free of charge. This is anticipated to occur in February.

Committee Reports:

Staff Committee – Merle Mann, chair: Met via email and will be in new business.

Budget & Finance Committee – Chris Harbour, chair: None.

Policy & Planning Committee – Donna Crookham, chair: None.

Technology Committee – Merle Mann, chair: None.

Building & Grounds – Chris Harbour, chair: Met via email and will be in new business.

Fundraising Committee – Diana Pearson, chair: None.

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.

- a. **Approval of MidAmerican Invoice** – Monthly utilities invoices for January is \$1,972.54, to be paid from the General Fund, line 6371.

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

New Business – Regular Agenda:

a. Approval of July Library Holiday Closures for 2020 – This is the approval of the Fourth of July Holiday Closures. With staff input, the Library will be closed Friday, July 3, 2020, and open Saturday, July 4, 2020.

Motion was made by Mann, seconded by Hammes, to approve the Library Holiday Closures for July 2020. Motion passed.

b. Discussion of Fire/Alarm Panel – Board members discussed the potential need to replace the fire/alarm panel, the timing of replacement, and what projects could be pushed back to accommodate the expense since the fire/alarm panel issue occurred after the budget and CIPs were completed. Two quotes from Johnson Controls were discussed, one replacing only the panel (\$7,649.85) and one to replace the entire system (\$30,850.60), including sprinkler heads, smoke detectors, and the panel, as well as the risk of waiting to replace the unit. If the entire system is replaced, it could be done in stages.

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

President's Remarks: None.

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

The next regular meeting will be on Monday, February 24, 2020, at 4:00 p.m. in the Library meeting room.

Respectfully submitted,
Julie Dunne-McKee
For the Board