

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, January 28, 2019—4:00 P.M.

The meeting was called to order by Board president Judy Bishop. Roll call was taken by Board Secretary Julie Dunne-McKee with Trustees Jane Ireland, Donna Crookham, Merle Mann, and Sally Posovich (by phone) present at the meeting. Also present was Library Director Marion Gaughan.

Minutes: Bishop called for a motion to approve the minutes from the November Library Board meeting. Motion was made by Crookham, seconded by Mann, to approve the minutes from the December 17, 2018, Library Board meeting. Motion passed.

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

Director's Report: Marion told the board

- The Geri-Fit program is having great success with a steady group of fourteen attendees on a regular basis. However, this Wednesday's program will be cancelled due to poor weather. The program will run through April at which point the exercise DVDs will be available for Library use.
- There is a Computer Security Class Monday, January 28, 2019, at 5:30 p.m. in the Children's Computer Lab. Charles, the Library's IT person, will be teaching this class.
- The Friends of the Oskaloosa Public Library are once again sponsoring three Humanities Iowa Speakers in 2019. The first speaker, David Connon, will be speaking on February 12, 2019, at 6:00 p.m. in Room A/B. Mr. Connon's program is titled "Josiah Bushnell Grinnell and the Iowa Underground Railroad".

Committee Reports:

Staff Committee – Jane Ireland, chair: None.

Budget & Finance Committee – Judy Bishop, chair: The Budget and Finance Committee met via email, and they will have items for Action and New Business.

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

Technology Committee – Merle Mann, chair: None.

Building & Grounds – Chris Harbour, chair: Marion told the Board the Building and Grounds Committee met via email to discuss quotes which will be New Business.

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 Invoice This includes both December, \$2,134.78, and January, \$2,298.85, utilities.

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

Approval of Regular Agenda:

a. Review of 2018/2019 Amended Budget: In the General Fund, funds were moved from the utilities line and distributed to other lines of the budget including training, technology, garbage and recycling, and professional services. In the Reading Garden Fund, funds were allocated for the Reading Garden Expansion. In the Memorial Fund, funds moved from materials and supplies to cover the cost of the Reading Garden Expansion and Softening plans. In the Library Maintenance Fund, funds were moved from maintenance line to the professional services line.

Motion was made by Crookham, seconded by Mann, to approve the review of the 2019/2019 Amended Budget. Motion passed.

b. Review of 2019/2020 Recommended Budget: In the General Fund, there is a request for an increase in garbage and recycling, a request for an increase technology, and a request for an increase in professional services. In the Riefe Memorial Fund there is a request for an increase to pay for a book check replacement. In the Reading Garden Fund there is a request for increase in the hopes that additional funds will be raised to continue the work on the garden. In the Maintenance Fund there is a request for an increase for professional services.

Motion was made by Ireland, seconded by Mann, to approve the 2019/2020 Recommended Budget. Motion passed.

c. Approval of the Quote from ProQuest: Marion explained the two Genealogy Database subscriptions covered by ProQuest will be increasing by \$114, roughly four percent, over last year, for a total cost of \$2,964.00. The current subscription expires in May, and that is when the Library will be invoiced for the service. This will be paid from the General Fund, line 6419.

Motion was made by Ireland, seconded by Mann to approve the Quote from ProQuest. Motion passed.

d. Approval of the Quote from Winger for Parking Lot Lights, Electrical Work: Winger was asked to give a quote for the electrical work for replacing 27 lamps/ballasts with LED fixtures for the parking lot, one timer for parking lot lights, and one photo eye for parking lot lights. The total cost is \$1,800.00 to be paid from the Library Maintenance Fund, line 6310. Marion called Harbour for his input as he is chair of the Building and Grounds committee. Harbour feels now is a good time for the change to LED, since we have so many lights currently out in the parking lot.

Motion was made by Crookham, seconded by Mann, to approve the Quote from Winger for Parking Lot Lights, Electrical Work. Motion passed.

e. Approval of the Quote from SupplyWorks for Parking Lot Lights, Bulbs/Globes: SupplyWorks was asked to give a quote for the 27 bulbs and 27 globes for the parking lot. The total cost is \$2,755.90, to be paid from the Library Maintenance Fund, line 6310.

Motion was made by Ireland, seconded by Mann, to approve the Quote from SupplyWorks for Parking Lot Lights, Bulbs/Globes. Motion passed.

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

President's Remarks: No remarks.

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

The next regular meeting will be on Monday, February 25, 2019, at 4:00 p.m. in the library meeting room.

Respectfully submitted,
Julie Dunne-McKee
For the Board