

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY, February 24, 2020—4:00 P.M.**

The meeting was called to order by Library Director Marion Gaughan. Roll call was taken by Board Secretary Julie Dunne-McKee with Trustees Donna Crookham, Sharon Hammes, Merle Mann, Diana Pearson, and Michael Collins present at the meeting.

**Minutes:** Gaughan called for a motion to approve the minutes from the January Library Board meeting. Motion was made by Pearson, seconded by Hammes, to approve the minutes from the January 27, 2020, Library Board meeting. Motion passed.

**Board Correspondence, Public Input, Friends' Report, or Teen Advisory Report:** Marion shared that the Friends group is planning to have a booth at the Sweet Corn Serenade on July 30, 2020. The first of the Humanities Iowa speakers Friends is sponsoring will be at 6:00 p.m. on Tuesday, March 24, 2020. Jennifer Sterling will be presenting her program about 6 on 6 Girls' Basketball in Iowa.

**Director's Report:** Marion told the board

- The Library has purchased a Wi-Fi capable printer for patron's use at the Reference Desk. Patrons will need an app on their device to use the printer. Once some final issues are worked out with the new Wi-Fi access points from MCG, Wi-Fi printing should be available by February 27, 2020.
- MCG has installed two additional Wi-Fi access points in the Library, free of charge, so there is now one on each floor. The Wi-Fi is hosted completely through MCG, removing the Library's liability for illegal downloading. To use the Wi-Fi, patrons sign in as an MCG guest if they do not have MCG service or as MCG family using their home login and password. MCG guest speed is 2:2 (upload speed: download speed) while MCG family is 10:10. After the initial signing in, patrons should not have to do so again. The Wi-Fi is scheduled to be on only while staff is in the building.
- We are still looking for a replacement to complete the remainder of Sally Posovich's Library Board position, from now until June of 2021. Interested parties will need to fill out an online form through the city website.

**Committee Reports:**

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

**Budget & Finance Committee – Chris Harbour, chair:** Met and will be in new business.

**Policy & Planning Committee – Donna Crookham, chair:** Met via email and will be in new business.

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

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

**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 February is \$1,620.11, to be paid from the General Fund, line 6371.

**b. Approval of Forbes Invoice** – Invoice for the new 11x17 color printer/copier and the new Wi-Fi printer. Purchase was approved in December with the approval of Library CIPs. A total of \$6181.00 is to be paid from the Copier Fund, line 6727.

**c. Approval of LibLime (KOHA) Invoice** – Annual invoice for KOHA operating system. A total of \$2,500.00 is to be paid from the General Fund, line 6490.

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

**New Business – Regular Agenda:**

**a. Approval of Memorial Fund Investment** – This is the approval of investment of interest on the Memorial Account. The Library's Memorial Account interest has a cash balance of \$61,555.42, and investments can be made in \$30,000.00 increments. This was presented to the Budget & Finance Committee who recommended investing \$30,000.00 of the balance.

Motion was made by Collins, seconded by Mann, to approve the investment of \$30,000.00 of the Memorial Account. Motion passed.

**b. Approval of Pursuing Overdue Fines** – The Library has 532 patrons that owe between \$10.00 and \$30.00 in fines/bills that have not been paid in the last five years. The Library would like to send reminder letters to these individuals with an incentive of 10% off the total amount in an effort to recoup those dollars and bring patrons back to the Library. This was presented to the Budget & Finance Committee. There was discussion on how overdue fines are handled and the costs and benefits of sending letters.

Motion was made by Mann, seconded by Hammes, to approve sending Board approved reminder letters to patrons having bills between \$10.00 and \$30.00. Motion passed.

**c. Approval of Personnel Policy** – This is the formal adoption of the personnel policy of the City of Oskaloosa included in the personnel handbook. The Library is a City Department and has always abided by the City's personnel handbook. The formal adoption is required for the Library Accreditation Standards set forth by the State Library of Iowa.

Motion was made by Crookham, seconded by Pearson, to approve the Personnel Policy. Motion passed.

**d. Approval of ADA Checklist** – The Library Board is required to approve the ADA checklist (Section One) in order to meet Library Accreditation Standards, set forth by the State Library of Iowa.

Motion was made by Hammes, seconded by Mann, to approve the ADA Checklist. Motion passed. All present Trustees signed the documentation signifying approval.

**e. Approval of Name Change of Dillon DM Fund** – The Dillon 3M Fund was originally set up to help with 3M self-check expenses. The Library now has a service agreement with 3M for the self-check and the fund is unused. If the 3M portion of the fund name is removed, then the monies left in the fund could be spent on other technology as seen fit.

Motion was made by Mann, seconded by Crookham, to rename the Dillon 3M Fund as the Dillon Fund. Motion passed.

**f. Discussion and Approval of Historical Marker** – The Library's historical marker is almost complete and requires approval of the Library Board. Images and verified facts about the Library will be on the marker. The Board will also need to approve the location of the marker. The unveiling of the marker, pending approval of the Board, is scheduled for Thursday, March 26, 2020, at 6:00 p.m.

Motion was made by Mann, seconded by Collins, to approve the Historical Marker and its placement on the westernmost column by the Library's South entrance.

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

**President's Remarks:** None.

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

The next regular meeting will be on Monday, March 23, 2020, at 4:00 p.m. in the Library meeting room.

Respectfully submitted,  
Julie Dunne-McKee  
For the Board