

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, March 25, 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 Donna Crookham, Jane Ireland, Kathy Anderson, Sally Posovich, Michael Sytsma, Merle Mann, and Michael Collins present at the meeting. Also present was Library Director Marion Gaughan.

Minutes: Bishop called for a motion to approve the minutes from the February Library Board meeting. Motion was made by Crookham, seconded by Sytsma, to approve the minutes from the February 25, 2019, Library Board meeting. Motion passed.

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

Director's Report: Marion told the board

- There is a Library Online Resource Class Monday, March 25, 2019, at 5:30 p.m. in the Children's Computer Lab which she will be teaching.
- Humanities Iowa Speaker Rosa Snyder will be presenting on Tuesday, March 26, 2019, at 6:00 p.m. Ms. Snyder's program is titled "Glimpses of Iowa's Capital: Its History, Art, Architecture, and Restoration." She was one of the Capital restoration painters and will be speaking on the painting and secrets of the capital.
- Humanities Iowa Speaker David Connon, will be speaking on Tuesday, April 2, 2019, at 6:00 p.m. to present his program is titled "Josiah Bushnell Grinnell and the Iowa Underground Railroad".
- A representative from Modern Flooring brought a carpet sample and a laminate flooring sample to the Library. The carpet sample is similar to the existing carpet and the laminate is similar to the existing wood flooring on the second floor. The stairs and carpeted landing carpet will be replaced this fiscal year. Laminate flooring will be installed behind the Circulation and Reference desks. This was originally approved for next fiscal year's budget but due to the A/C unit coming out of Memorial, we have the funds to complete the project this year using Library Maintenance Funds. This will be completed in April.
- The first annual Scribble Day program will be held Wednesday, March 27, 2019, from 2:30-4:30. Patrons are encouraged to drop in and make some fun scribbles and doodles. It is National Scribble Day.

Committee Reports:

Staff Committee – Jane Ireland, chair: Director's evaluations need to be completed by April 1st, after which the staff committee will review and compile the evaluations.

Budget & Finance Committee – Judy Bishop, chair: None.

Policy & Planning Committee – Judy Bishop, chair: A credit card policy was created for city by City Hall, the Library Board needs to approve adoption of this policy or create a policy for the Library. The city credit card policy has been approved by the City Council. This is New Business.

Technology Committee – Merle Mann, chair: None.

Building & Grounds – Chris Harbour, 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 – The February utilities is \$1,777.27 to be paid from the General Fund, line 6371.

b. Approval of LibLime Invoice – The annual KOHA Maintenance is \$2,500.00 to be paid from the General Fund, line 6490.

c. Approval of BRIDGES Agreement – The annual agreement for BRIDGES needs to be submitted by March 31. The invoice is expected in July 2019.

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

New Business – Regular Agenda:

a. Adoption of Credit Card Policy – City of Oskaloosa Credit Card Policy: The city's policy covers the entire city and is comprehensive. Each department has developed its own procedures for accepting credit card payment. The Policy and Planning committee has viewed the Library's procedures and feels it is appropriate for credit card payments. Additionally, staff has a visual step-by-step instructional packet for accepting payment by credit card.

Motion was made by Crookham, seconded by Collins, to accept the adoption of the City of Oskaloosa Credit Card Policy. Motion passed.

b. Staff Concern – Exterior Keys: Part-time personnel currently do not have exterior keys to the building. No part-time staff is in the building without a full-time staff person also present in the building. All other departments issue exterior keys to their part-time staff.

Motion was made by Ireland, seconded by Crookham, to issue exterior keys to all staff. Motion passed.

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

President's Remarks: No remarks.

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

The next regular meeting will be on Monday, April 22, 2019, at 4:00 p.m. in the library meeting room.

Respectfully submitted,
Julie Dunne-McKee
For the Board