

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY—MARCH 26, 2018—4:00 P.M.**

The meeting was called to order by Library Director Marion Gaughan in the absence of both Library Board President Michael Collins and Library Board Vice-president Judy Bishop. Roll call was taken by Board Secretary Susan Hasso with Trustees Donna Crookham, Chris Harbour, Jane Ireland, Merle Mann, and Sally Posovich present. Also present at the meeting was Friends' president, Bryan Johnson.

**Minutes:** Motion was made by Crookham, seconded by Harbour, to approve the minutes from the February 26, 2018, Library Board meeting. Motion passed.

**Board Correspondence, Public Input, Friends' Report, or Teen Advisory Report:** Friend's president, Bryan Johnson, reported that the Humanities Iowa program on Ding Darling was well attended. There will be another Humanities Iowa speaker in April, who will be doing a program on Buffalo Bill. The Friends have been successful with their business memberships. In honor of Earth Day, the Friends will be partnering with the Key Club to do spring cleaning in the Reading Garden. One of the benches in the Reading Garden has been removed by Clow for repairs. Some of the dead trees have been removed. One of the Friends' members has been doing radio spots on KBOE to promote both the Friends and the Library's programs.

**Director's Report:**

**Humanities Iowa Speaker:** Marion told the Board that Humanities Iowa Speaker, Tom Milligan, spoke Tuesday, March 20, 2018, at 6:30 p.m. about "The Art of Conservation: A Visit with Ding Darling". There were 37 people in attendance.

**Second Floor Changes:** Marion told the Board that there have been some changes to the west end of the second floor to improve seating and to make the area more comfortable and welcoming. She invited the Board members to take a look at it.

**Halvorson Trane Bill:** Marion told the Board that on Saturday she had received the Halvorson Trane semi-annual billing for their maintenance agreement in the mail. Therefore, it was not listed on the Consent Agenda, but it is considered a routine item for the Board.

**Committee Reports:**

**Staff Committee – Jane Ireland, chair:** Ireland told the Board that via email the Staff Committee reviewed the request for the library to open at noon on Wednesday, April 11, 2018, to accommodate for staff CPR/AED training.

**Budget & Finance Committee – Michael Collins, chair:** None.

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

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

**Building & Grounds – Chris Harbour, chair:** Harbour said that via email the Building and Grounds Committee looked at the issue of installing a Supply Water Filter for the Humidifier to protect against hard water. The installation of the filter was suggested by the Trane technician and agreed to by the Cunningham technician.

**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.**

Motion was made by Posovich, seconded by Ireland, to approve the Consent Agenda. Harbour made a motion to amend the motion to include the Halvorson Trane maintenance agreement semi-annual billing of \$1375.00

on the Consent Agenda. Posovich and Ireland approved the amendment to their motion to approve the Consent Agenda. Motion passed

- a. **Approval of MidAmerican Energy Invoice:** Monthly payment of utilities. The invoice is \$2119.64.
- b. **Approval of BRIDGES Letter of Agreement:** Annual agreement for next fiscal year for the BRIDGES subscription service through the State Library of Iowa. The Library will be invoiced for service in August 2018. Estimated total for subscription and platform fee is \$1850.00.
- c. **Approval of ProQuest Subscription:** Annual payment of database subscription to both Ancestry Library Edition and Heritage Quest. Invoice total is \$2850.00.

**Approval of Late Opening of the Library on April 11, 2018:** Motion was made by Mann, seconded by Posovich, to approve the library opening late at 12:00 p.m. on Wednesday, April 11, 2018, to accommodate staff CPR/AED training. Motion passed.

**Approval of Cunningham Quote:** Motion was made by Harbour, seconded by Ireland, to approve the quote for a Supply Water Filter for the Humidifier #1 at a cost of \$795.00. Humidifier #1 will kick itself off at least once a day. The technicians from both Trane and Cunningham believe that the hard water coming into the building is causing the sensors in the tank to kick off and that the filter will correct the tripping problem. Motion passed.

**Approval of Claims:** Motion was made by Ireland, seconded by Crookham, to approve payment of March claims. Motion passed.

**President's Remarks:** None.

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

The next regular meeting will be on Monday, April 23, 2018, at 4:00 p.m. in the library meeting room.

Respectfully submitted,  
Susan Hasso  
For the Board