

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, April 22, 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, 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 March Library Board meeting. Motion was made by Crookham, seconded by Posovich, to approve the minutes from the March 25, 2019, Library Board meeting. Motion passed.

Board Correspondence, Public Input, Friends' Report, or Teen Advisory Report: An email to and from AirCon regarding the Unit 3 installation and price reduction.

Director's Report: Marion told the board

- The Library has renewed its Enrich Iowa Agreement with the State Library of Iowa for FY 2020. The Enrich Iowa Agreement allows the Library to be reimbursed for Open Access Library use and for Interlibrary Loans.
- The Library has received its annual Lacey Trust allotment. This year's allotment was \$4,332.00. Per the Lacey Trust Agreement, this money is designated to the Children's Department. This is comparable to previous years.

Committee Reports:

Staff Committee – Jane Ireland, chair: None.

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

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

Technology Committee – Merle Mann, chair: None.

Building & Grounds – Chris Harbour, chair: Met via email.

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 did not arrive prior to the April Board meeting. This invoice will be approved at the May Board meeting.

b. Approval of AirCon Invoice – The invoice for the replacement of air conditioning unit #3, including drywall repair and replacement. AirCon reduced their price from the original quote by \$4,000.00. The total is \$50,400.00 to be paid from the Memorial Fund, line 6727.

c. Approval of Winger Invoice – The invoice for the replacement of the two parking lot timers and twenty-nine parking lot bulbs. All bulbs were changed to LED and three broken sockets were replaced. The total is \$1,800.00 to be paid from the Library Maintenance Fund, line 6310.

Motion was made by Crookham, seconded by Posovich, to approve the Consent Agenda without the Approval of the MidAmerican Invoice. Motion passed.

New Business – Regular Agenda:

a. Approval of Quotes for Replacement of Backflow Gaskets and 5-year Internal Pipe Inspection: The Library is due for the 5-year internal inspection of the wet system, and is required per the last backflow inspection to replace two backflow gaskets. The Library received two quotes, one from Winger for \$1,313.00, and one from Johnson Controls for \$1,332.25. This was presented to the Building & Grounds committee via email and they recommended approving the Winger quote.

Motion was made by Ireland, seconded by Anderson, to approve of the quote from Winger. Motion passed.

b. Approval of Des Moines Register Invoice: The cost of the Des Moines Register has increased by \$152.01 over last year's cost. Last year the cost was \$423.04 (\$1.15 per paper) and this year the cost is \$575.05 (\$1.57 per paper). The Des Moines Register is the most-read newspaper the Library offers to the public.

Motion was made by Ireland, seconded by Posovich, to approve the Des Moines Register invoice. Motion passed.

c. Announcement of Upcoming Library Board Vacancies: The Library Board will have three vacancies, one county representative vacancy and two city representative vacancies, as of June 30, 2019. The terms of Judy Bishop, Jane Ireland, and Mike Sytsma will end on June 30, 2019. The three board member positions are for six-year terms, from July 1, 2019, to June 30, 2025. If you know of someone available for these vacancies, please direct them to the link on the City of Oskaloosa website <https://www.oskaloosaiowa.org/Forms.aspxFCID=7> to fill out a form for consideration of appointment by the Mayor to the Library Board.

Approval of Claims: Motion was made by Posovich, seconded by Ireland, to approve payment of the April claims. Motion passed.

Closed Session: A closed session, under Iowa Code 21.5 (1)(i), was held to evaluate the professional competency of an individual whose appointment, hiring, or performance was being considered.

President's Remarks: No remarks.

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

The next regular meeting will be on Monday, May 20, 2019, at 4:00 p.m. in the library meeting room.

Respectfully submitted,
Julie Dunne-McKee
For the Board