

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY—APRIL 23, 2018—4:00 P.M.**

The meeting was called to order by Board president Michael Collins. Roll call was taken by Board Secretary Susan Hasso with Trustees Kathy Anderson, Judy Bishop, Donna Crookham, Jane Ireland, Merle Mann, Sally Posovich, and Mike Sytsma present. Also present at the meeting were Library Director Marion Gaughan and Friends' president, Bryan Johnson.

**Minutes:** Motion was made by Crookham, seconded by Bishop, to approve the minutes from the March 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 Buffalo Bill was well attended. There will be another speaker in May, who is an Abraham Lincoln impersonator. In honor of Earth Day, the Friends partnered with the Key Club to do spring cleaning in the Reading Garden. The Friends donated \$500 to the Library's Summer Reading program. They also are starting to sort the books for the AAUW book sale in the fall. The Friends are continuing their engraved brick sale for the Reading Garden.

**Director's Report:**

**Humanities Iowa Speaker:** Marion told the Board that Humanities Iowa Speaker, Roy Behrens, presented his program on Buffalo Bill on April 17, 2018. There were 33 people in attendance.

**Teacher Kits Display:** There is a new "Teachers, Do You Know..." Display Board in the Children's Department. This helps fulfill one of the objectives of the Strategic Plan under the Create Young Readers Service Area. Marion encouraged Board members to stop by the first floor to view the new display board.

**Committee Reports:**

**Staff Committee – Jane Ireland, chair:** Ireland told the Board that at the end of the meeting, she wanted to give the Board members the Trustee Evaluation of the Library Director to be completed and returned by Friday, April 27.

**Budget & Finance Committee – Michael Collins, chair:** Collins told the Board that the Budget & Finance Committee met to discuss the possibility of a credit card machine for the library.

**Policy & Planning Committee – Judy Bishop, chair:** Bishop said that the Policy & Planning Committee met via email to discuss the AED Policy.

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

**Building & Grounds – Chris Harbour, chair:** The Building and Grounds Committee met via email to discuss the Historical Marker Project.

**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 Bishop, seconded by Ireland, to approve the Consent Agenda. Motion passed.

- a. **Approval of Schindler Elevator Corporation Invoice:** Quarterly payment for service agreement. The invoice is \$740.25

- b. **Approval of Cunningham Invoice:** This invoice is for labor and parts for the installation of a water filter on Humidifier #1. This work was approved at the March Library Board meeting. The invoice total is \$795.00

**Approval of Regular New Business Agenda:**

**Approval of Historical Building Marker Project:** Marion requested approval for signing the permission for the Historical Preservation Commission to begin gathering all the necessary information for the Historical Building Marker. This was presented to the Building & Grounds Committee via email. Motion was made by Ireland, seconded by Crookham, to approve the signing of the permission for the Historical Preservation Commission to begin gathering all the necessary information for the Historical Building Marker. Marion said that she would need to contact the State Historical Preservation Office to find out where the Historical marker can be placed on the building since the library is on the National Historical Registry. Nancy Brown and Diana Pearson will do the research and the ground work for the marker. Marion said that she will check on who will choose the pictures for the marker. Motion passed.

**Approval of Adoption of the AED Policy:** Marion told the Board that the City of Oskaloosa has put together a comprehensive AED Policy. Since the Library will be getting an AED, Marion would like to adopt the City's AED Policy as part of the Library's policies. Motion was made by Bishop, seconded by Crookham, to adopt the City of Oskaloosa's AED Policy as part of the Library's policies. Motion passed.

**Approval to Pursue the Use by Patrons of Credit Card Machine for the paying of Library Fees and Fines:**

The Budget & Finance Committee met on Tuesday, April 17, 2018, to discuss this issue. The Committee agreed to pursue this item, contingent on the demonstration to be viewed by all City Department Heads on Tuesday, April 24, 2018. Motion was made by Ireland, seconded by Mann, to pursue the investigation of the use by patrons of a credit card machine for the paying of Library fees and fines. Motion passed

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

**President's Remarks:** Collins asked about the election of new Board officers. This is done at the June Board meeting.

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

The next regular meeting will be on Monday, May 21, 2018, at 4:00 p.m. in the library meeting room.

Respectfully submitted,  
Susan Hasso  
For the Board