

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY, May 20, 2019—4:00 P.M.**

The meeting was called to order by Board vice president Chris Harbour. Roll call was taken by Board Secretary Julie Dunne-McKee with Trustees Donna Crookham, Jane Ireland, Kathy Anderson, and Michael Collins present at the meeting. Also present was Library Director Marion Gaughan.

**Minutes:** Harbour called for a motion to approve the minutes from the April Library Board meeting. Motion was made by Crookham, seconded by Anderson, to approve the minutes from the April 22, 2019, Library Board meeting. Motion passed.

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

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

- The Iowa Libraries Adventure Pass Program is being sponsored by the Friends Group. As of May 1<sup>st</sup>, the Oskaloosa Public Library is offering free passes to Blank Park Zoo, the Science Center of Iowa, and the National Mississippi River Museum & Aquarium. Each free pass is good for 2 adults and 2 children. To reserve passes, a person has to be 18 years or older and have an active library card in good standing. The link for Adventure Pass is on the Library's website under the program links.
- The Summer Reading Kick-Off is June 3<sup>rd</sup>, from 5 p.m. to 7 p.m. in the Reading Garden if weather permits. Once again, we will have hot dogs, popcorn, and snow cones as well as several yard games for everyone to play. Stop by for food, fun, and games, and to sign up for Summer Reading!

**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:** 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 invoice is \$1,423.11 to be paid from the General Fund, line 6371.

**b. Approval of ProQuest Invoice** – The invoice for the annual renewal of the two genealogy databases (Heritage Quest and Ancestry.com – Library Edition). The total of \$2,964.00 is to be paid from the General Fund, line 6419.

**c. Approval of Popular Subscription Invoice** – Invoice for the annual renewal of the Library's magazine subscriptions. The renewal proposal was approved by the Board at the February meeting. A total of \$1,293.38 is to be paid from the General Fund, line 6502.

**d. Approval of Winger Invoice** – The invoice for 5-year internal inspection of the wet system and replacement of two backflow gaskets. The total is \$1,313.00 to be paid from the Library Maintenance Fund, line 6310.

**e. Approval of Johnson Control Agreement** – Annual agreement for Fire & Life Safety System Monitoring. The cost will be \$2,631.13 to be invoiced 07/01/2019, when the new agreement begins with Johnson Controls. There is a price difference of \$172 over last year's price.

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

**New Business – Regular Agenda:**

**a. Approval of Modern Floor Covering Invoice:** Invoice is for the removal of carpeting at both the Reference and Circulation Desks and replacing the carpet with laminate vinyl flooring. This CIP was originally in the FY 19/20 Budget but moved to FY 18/19 Budget when the A/C unit replacement was paid out of Memorial Funds. CIPs were approved by the Board at the December meeting. A total of \$6,326.98 is to be paid from the Library Maintenance Fund, line 6727.

Motion was made by Collins, seconded by Crookham, to approve the Modern Floor Covering invoice. Motion passed.

**b. Approval of Modern Floor Covering Invoice:** Invoice is for the removal of the carpeting on both main staircases and landing, and replacing with new carpeting and nosing. This CIP was originally in the FY 19/20 Budget but moved to FY 18/19 Budget when the A/C unit replacement was paid out of Memorial Funds. CIPs were approved by the Board at the December meeting. A total of \$4,535.14 is to be paid from the Library Maintenance Fund, line 6727.

Motion was made by Ireland, seconded by Anderson, to approve the Modern Floor Covering invoice. Motion passed.

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

**Vice President's Remarks:** No remarks.

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

The next regular meeting will be on Monday, June 24, 2019, at 4:00 p.m. in the library meeting room.

Respectfully submitted,  
Julie Dunne-McKee  
For the Board