

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY—MAY 21, 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, Chris Harbour, Jane Ireland, Merle Mann, Sally Posovich, and Mike Sytsma present. Also present at the meeting was Library Director Marion Gaughan.

Minutes: Motion was made by Crookham, seconded by Anderson, to approve the minutes from the April 23, 2018, Library Board meeting. Motion passed.

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

Director's Report:

Vernon Wells Donation: Marion told the Board that the Library has received a donation of \$5000.00 from Vernon Wells. The donation has no restrictions. She will be meeting with Building and Grounds about the possibility of putting it toward sidewalk replacement or repair, especially since Mr. Wells was in construction.

Committee Reports:

Staff Committee – Jane Ireland, chair: Ireland told the Board that she would have a report during Closed Session.

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: The Building and Grounds Committee will have items under New Business.

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

- a. **Approval of Cunningham Invoice:** The invoice is for the quarterly maintenance agreement. The invoice is \$1627.96 to be paid from the Library Maintenance Fund.
- b. **Approval of Cunningham Invoice:** The invoice is for the annual inspection and fill of all four A/C units. The total cost is \$1239.66 to be paid from the Library Maintenance Fund.
- c. **Approval of Cunningham Invoice:** The invoice is for the replacement of a compressor for A/C unit #4. The total cost is \$6011.52 to be paid from the Library Maintenance Fund.

Approval of Regular New Business Agenda:

Approval of Cunningham Quote for New Humidifier Canister and Installation: The total quote is \$743.00 (\$508 for the canister and \$235 for the installation). Motion was made by Harbour, seconded by Bishop, to approve the Cunningham quote for the new humidifier canister and installation. Motion passed.

Posovich said that in the southeast parking lot there is only one handicap parking space. Marion said that there should be at least two. Perhaps the sign is missing or the paint has worn off. She will check into it.

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

President's Remarks: Collins stated for the record that the reason that the Library Board was going into Closed Session for the evaluation of Library Director Marion Gaughan is because that is standard City procedure. There are no problems or issues that would require a Closed Session.

Jane Ireland moved to hold a closed session under Iowa Code Section 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, or performance is being considered. Jane said that they were following standard procedure as there were no problems. Motion was seconded by Mike Sytsma. Roll call was taken.

The Library Board reconvened into Open Session at 4:18 p.m. Motion was made by Sally Posovich, seconded by Donna Crookham, to accept the Staff Committee's report. Motion passed.

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

The next regular meeting will be on Monday, June 24, 2018, at 4:00 p.m. in the library meeting room.

Respectfully submitted,
Susan Hasso
For the Board