

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, June 24, 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 Merle Mann, Jane Ireland, Sally Posovich, 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 May Library Board meeting. Motion was made by Ireland, seconded by Posovich, to approve the minutes from the May 20, 2019, Library Board meeting. Motion passed.

Board Correspondence, Public Input, Friends' Report, or Teen Advisory Report:

- Brian Johnson, President of the Friends of the Oskaloosa Public Library, reported that the Adventure Pass program sponsored by the Friends is having great success. As of May 1st, 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 free 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.
- Brian noted that the Friends have donated \$500 to the Summer Reading program and also provided Summer Reading t-shirts to Library staff.
- Brian explained that due to the closing of the Share Iowa site, there will be one final AAUW book sale. The Friends group helps organize the book sale. They are anticipating the sale will be smaller than usual.
- The Friends have budgeted \$3,500 to help establish a water supply including a frost-resistant hydrant in the Reading Garden for watering plants. The city water department will grant the installation labor. The Friends are also applying for a grant through Pella Rolscreen to help cover the cost of electricity to the site.

Director's Report: Marion told the board

- "A Universe of Conservation" program was held on June 18, 2019, at 6:00 p.m. The Friends of Mahaska County Conservation came and presented a program on all the available parks and trails in Mahaska County, as well as speaking about the new Environmental Learning Center. A hard copy of the presentation has been added to our system so patrons can check them out and learn about Mahaska County Conservation.
- The Summer Reading program is going great! As of June 17, 2019, the Library had 685 registered participants. The breakdown for registration is as follows: Babies – 31, Read to Me – 149, K thru 2nd – 161, 3rd thru 5th – 128, Teens – 62, Adults – 154. There have been 150 reading logs turned in, with 61,780 minutes read for all categories, and 124 books read by Teens and Adults, in addition to the minutes. As of June 20th, 728 were registered.
- Joe Crookham and Tony Rivera will be presenting "The Sun Dome Project" on July 9, 2019, at 6 p.m. in meeting room A/B. They will discuss the project and what is happening next with the project.
- A big thank-you with much gratitude to Jane Ireland, Judy Bishop, and Mike Sytsma for all their years of service to the Library Board.
- The Friends of the Library presented Jane, Judy, and Mike Lifetime Friends Memberships in honor of their years of service on the Library Board.

Committee Reports:

Staff Committee – Jane Ireland, chair: It was brought to attention that a part-time staff member is requesting a raise now and in July. Raises beyond the regular percentage raise planned in July, are not within the budget.

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 and will be in 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.

a. Approval of MidAmerican Invoice – Monthly utilities invoices for May is \$1,999.67, and for June is \$3,059.15, both to be paid from the General Fund, line 6371.

b. Approval of Johnson Controls Invoice – Annual invoice for the monitoring of the Fire & Life Safety System. The total of \$2,631.13 is to be paid from the Library Maintenance Fund, line 6490.

c. Approval of Johnson Controls Invoice – Annual invoice for the Intrusion system monitoring. A total of \$710.91 is to be paid from the General Fund, line 6490.

d. Approval of Schumacher Invoice – Quarterly invoice for elevator maintenance. The total is \$401.70 to be paid from the Library Maintenance Fund, line 6490.

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

New Business – Regular Agenda:

a. Discussion and Possible Approval of a Quote for Reading Garden Expansion Fence: Two quotes were received for the fencing. The quote from DB Landscaping, who did the original fence, came in at a total cost of \$10,980.00. The quote from Gullett Fence, out of Ottumwa, came in at a total cost of \$6,013.11. Both quotes were presented to the Building and Grounds Committee. The Building and Grounds Committee is requesting input from the Library Board.

Discussion determined both companies had a full understanding of the project – a semi-permanent fence (shallower post holes for easier removal and reinstallation) continuing the current fence to surround the Reading Garden area. The fence will be the same as the current fence and continuous with openings on the North side only. This will allow use of the space prior to the Expansion completion. Board member Collins expressed concern about the type of fencing being appropriate and agreed upon, considering how the original Reading Garden was installed. Different fencing would require additional quotes. The Board discussed and agreed that the durability, visibility, and design of the current fence are acceptable. The Board agreed that though they would like to support local businesses, the difference in quotes was too great.

Motion was made by Mann, seconded by Ireland, to approve the Reading Garden Expansion Fence quote from Gullett Fence. Motion passed.

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

Vice President's Remarks: No remarks.

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

The next regular meeting will be on Monday, July 22, 2019, at 4:00 p.m. in the Library meeting room.

Respectfully submitted,
Julie Dunne-McKee
For the Board