

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, July 22, 2019—4:00 P.M.

The meeting was called to order by Library Director Marion Gaughan. Roll call was taken by Library Director Marion Gaughan with Trustees Kathy Anderson, Diane Crookham, Sharon Hammes, Julie Hansen, Merle Mann, and Diana Pearson present at the meeting.

Minutes: Director Gaughan called for a motion to approve the minutes from the May Library Board meeting. Motion was made by Mann, seconded by Crookham, to approve the minutes from the June 24, 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 Friends help with both the Summer Reading Kick-off and End of Summer Reading parties. They also donated \$500 to the Summer Reading program and paid \$115 to provide Summer Reading t-shirts to Library staff.
- The Friends are once again sponsoring the Free Movie Tickets for Fridley Theater this summer.
- The Friends are sponsoring the Adventure Pass program for the Library and the program is doing well. Patrons can sign up to go to the Blank Park Zoo, the Science Center of Iowa, or the Mississippi River Museum in Davenport.
- The Friends group applied for and received a \$3,500.00 grant from the Pella Rolscreen Foundation for adding water to the Reading Garden Expansion.
- The Friends group also committed \$3,500.00 for the Fence portion of the Reading Garden Expansion.

Director's Report: Marion told the board

- A BIG welcome to our three new Board Members, Julie Hansen, Diana Pearson, and Sharon Hammes.
- The Library is in its final week of Summer Reading, with 830 registered participants as of July 22, 2019. The updated breakdown of registrants is as follows: Babies – 46, Read to Me – 181, K-2nd – 187, 3rd-5th – 146, Teens – 74, and Adults – 196. There have been 1329 Reading Logs turned in, with 614,300 minutes and 1065 books read. Last year there were 1356 logs turned in, 1058 books read, and 484,920 minutes read, with 802 registered participants.
- Joe Crookham and Tony Rivera presented "The Sun Dome Project" on July 9, 2019, at 6 p.m. in meeting room A/B. There were 33 people in attendance. The program was enjoyed by all.

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 invoices for July is \$3,328.64, to be paid from the General Fund, line 6371.

b. Approval of Forbes Invoice – Quarterly invoice for the three Library Copiers. The total of \$687.77 is to be paid from the Library Copier Fund, line 6490.

c. Approval of Trane Invoice – Biannual invoice for HVAC control maintenance. A total of \$1,392.50 is to be paid from the Library Maintenance Fund, line 6490.

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

New Business – Regular Agenda:

a. Election of Officers – this is the annual election of officers.

Motion was made by Mann, seconded by Hammes, to elect Chris Harbour as President of the Library Board. Motion passed. Motion was made by Crookham, seconded by Mann, to elect Julie Hansen as Vice President of the Library Board. Motion passed.

b. Assignment to Committees – this is the annual assignment to Library Board Committees. See attached document for FY 2019-2020 Committee Assignments.

Motion was made by Mann, seconded by Anderson, to approve the Assignment to Committees. Motion passed.

c. Approval of Quote from Biblioteca – The quote is for replacement of the Book Check at the sit-down Circulation Desk. The Book Check is in this year's budget and was approved on the CIPs. This was presented to the Technology Committee via email. Total cost is \$4,631.50, to be paid from the Reife Fund.

Motion was made by Mann, seconded by Pearson, to Approve the Quote from Biblioteca to replace the book check at the sit-down Circulation Desk. Motion passed.

d. Approval of Quote from Winger for replacement of fan motor for A/C Unit 2 – presented to the Building and Grounds Committee via email. The motor quit working at the beginning of July and was discovered when Trane conducted their biannual maintenance. Total cost is \$978.50 to be paid from the General Fund, line 6310.

Motion was made by Anderson, seconded by Crookham, to Approve the Quote from Winger for replacing the motor on A/C Unit 2. Motion passed.

e. Approval of Quote from Winger for repair of condensate drain line for A/C Unit 1 – A leak in the pipe was discovered on July 11th and a temporary repair has been made. This was presented to the Building and Grounds Committee via email. Total cost is \$650.00 to be paid from the General Fund, line 6310.

Motion was made by Hammes, seconded by Pearson, to approve the Quote from Winger to repair the condensate line. Motion passed.

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

President's Remarks: No remarks.

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

The next regular meeting will be on Monday, August 26, 2019, at 4:00 p.m. in the Library meeting room.

Respectfully submitted,
Julie Dunne-McKee
For the Board