

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY, August 26, 2019—4:00 P.M.

The meeting was called to order by Board President Chris Harbour. Roll call was taken by Board Secretary Julie Dunne-McKee with Trustees Kathy Anderson, Michael Collins, Diane Crookham, Sharon Hammes, Julie Hansen, Merle Mann, and Diana Pearson present at the meeting. Also present was Library Director Marion Gaughan and Brian Johnson of the Friends Group.

Minutes: Harbour called for a motion to approve the minutes from the July Library Board meeting. Motion was made by Mann, seconded by Crookham, to approve the minutes from the July 22, 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 are sponsoring the Adventure Pass program for the Library and the program is doing well with increasing interest. Patrons can sign up to go to the Blank Park Zoo, the Science Center of Iowa, or the Mississippi River Museum in Dubuque.
- The Friends group applied for and received a \$3,500 grant from the Pella Rolscreen Foundation for adding water to the Reading Garden Expansion. The Friends group also committed \$3,500 for the Fence portion of the Reading Garden Expansion.
- The hydrant project estimate was \$3,500 but actual cost came to \$1,500. The money saved from that project will go toward paying the 2018 taxes on the land gifted to the Library for the Reading Garden Expansion.
- The Friends are sponsoring an Iowa Humanities speaker on September 24, 2019, from 6 to 7:30 p.m. Barbara Loundsberry will be presenting her program titled "Nancy Drew: Iowa's Heroine to the World."

Director's Report: Marion told the board

- The temporary fencing should begin at the end of this week, beginning with putting in posts on Friday. This work should be finished by next Tuesday.
- Several Board members have requested a Library Walk-through. A list of items needing addressed has been compiled. Those Board members who have done the walk-through appreciate the staff's efforts and have a better understanding of where the Library stands with respect to needs and budgeting. Please contact Marion to set up a time to do a walk-through if desired.
- A new permanent part-time employee, Tara DeBoef, started on August 5, 2019.

Committee Reports:

Staff Committee – Merle Mann, chair: None.

Budget & Finance Committee – Chris Harbour, chair: None.

Policy & Planning Committee – Donna Crookham, chair: None.

Technology Committee – Merle Mann, chair: None.

Building & Grounds – Chris Harbour, chair: Met and items will be later on the agenda.

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 August is \$3,309.27, to be paid from the General Fund, line 6371.

b. Approval of Naviant Invoice – Annual Maintenance Agreement for the Microfilm Readers/Scanners. The total of \$1,400.00 is to be paid from the General Fund, line 6490.

c. Approval of State Library of Iowa Invoice – Annual invoice for Database Package Subscription, including Gale Pages, Transparent Languages, and Credo Reference. A total of \$712.78 is to be paid from the General Fund, line 6419.

d. Approval of Overdrive Invoice – Annual Invoice for Bridges. Bridges is the Library's subscription service for eBooks, Digital Audio Books, and Digital Magazines. A total of \$1,958.45 is to be paid from the General Fund, line 6502.

e. Approval of Envisionware Invoice – Annual Invoice for Envisionware. Envisionware is the time program used for the computer labs. A total of \$671.90 is to be paid from the General Fund, line 6419.

f. Approval of Bibliotheca Invoice – Invoice for New Book Check. Approval to purchase the Book Check was given at the July Library Board meeting. A total of \$4,631.50 is to be paid from the Riefe Fund, line 6727.

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

New Business – Regular Agenda:

a. Approval of Tax Invoice – this is a one-time tax invoice for the Reading Garden Expansion Lot. The Friends of the Library have donated the funds for this invoice. A total of \$1,746.00 is to be paid from the Reading Garden Expansion Fund, line 6418.

Motion was made by Pearson, seconded by Mann, to approve payment of the Tax Invoice on the Reading Garden Lot. Motion passed.

b. Approval of Vande Wall Plumbing Invoice – this is the invoice for the installation of the water hydrant in the Reading Garden Expansion. The Friends of the Library have donated the funds for this invoice. A total of \$1,500.00 is to be paid from the Reading Garden Expansion Fund, line 6727.

Motion was made by Crookham, seconded by Collins, to approve payment of the Vande Wall Plumbing Invoice. Motion passed.

c. Approval of Breman & Sons Tree Service Quote – The quote is for the removal of the dying tree by the staff entrance on the NW side of the building and for canopy topping of the three trees on the north side of the building. This was presented to the Building & Grounds Committee. Total quoted price is \$975.00.

Motion was made by Hammes, seconded by Pearson, to approve the quote from Breman & Sons to remove one tree and top three trees. Motion passed.

d. Approval of Quote from Window World – The quote is for the complete replacement of the five second floor windows on the west side of the building. One of the windows has begun to slip from its frame and the other four are in similar condition. This was presented to the Building & Grounds Committee. The total quoted price is \$9,450.00, which will include the windows and the work to completely install them.

Motion was made by Anderson, seconded by Mann, to approve the quote from Window World for Window Replacements. Motion passed.

Approval of Claims: Motion was made by Mann, seconded by Crookham, to approve payment of the August 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, September 23, 2019, at 4:00 p.m. in the Library meeting room.

Respectfully submitted,
Julie Dunne-McKee
For the Board

Library Walk-Through August 2019

Exterior

Reading Garden – landscaping maintenance
Study Room – west window
Water spouts from roof – not far enough out, drips onto building, disrupts landscaping
Decorative trim loosening – Fypon material
Tub lighting – not working
SW corner – outside caulking
Behind electric box – landscaping/French drain needed
Concrete wash – fading/wearing
Bay windows
Sidewalks
Back emergency stairs/staff entrance
Curbs
Trees – north side
Original doors east side – need restored, allow water in in a heavy rain
Concrete steps to front doors
Landscaping – east side, dead shrubs, flag pole leaning, regrade
Tuck point, cover exposed foundation bricks

Third Floor

Water leaks in all meeting room ceilings
Bad truss on east end
Chimney – tuck point
Concrete globe – continually checking
Expansion joints – all popping on all floors, affecting carpet, walls

Second Floor

Ceiling leaks – showing up at west end of building
Emergency exit, west end – building shifting, breaking concrete
Original (front) exit – leaking
Old removed light fixtures need proper covers
Ceiling damage over DVDs
Fireplaces – shifting building, need tuck pointing. Traffic shakes building, bricks fall out
Expansion joints – affecting carpet
Genealogy threshold
Original doorway – ADA compatibility, broken glass

First Floor

Elevator door – sticking
Storage closet – needs lit
Story time room – ceiling panels, missing floor tiles
Tall ladder storage needed
Staff entrance – water damage, leaking
Children's reference – ceiling water damage