

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
September 9, 2014

**I. Call To Order:** President Mary Barnes called the meeting to order at 4:00 p.m. Board members present: Alli Bogaard, Sarah Cottingham, John Evenhouse, Jane Koogler, Rebecca Manifold, and Library Director Wendy Street were present. Board Member Praveen Mohan was an excused absence.

**II. Recognition of Visitors and Visitor Comments:** Dawn Van Berkum, Library Staff Member was present. Dawn described some of the work she does with book mending and Saturday Story Time.

**III. Approval of Agenda:** There were no changes to the agenda. The agenda stood as approved.

**IV. Disposition of Minutes:** All Board members received the August 2014 minutes prior to the meeting. Jane Koogler moved to approve the minutes as received; Rebecca Manifold seconded the motion. The minutes were unanimously approved.

**V. Approval of Bills:** All Board members received the January list of bills prior to the meeting and new bills were passed out. After some general discussion and questions regarding the monthly bills, Alli Bogaard moved to approve the September bills. Jane Koogler seconded the motion. The bills were unanimously approved.

**VI. Unfinished Business:**

A. Maple Tree Carving – Discussion was held and Wendy stated that the Friends of the Library would fund the wood carving. The Board reviewed the carving sketches submitted. The Board like the ‘Book Worm’ sketch Mr. Keenan presented and suggested ‘titles’ for the books. Rebecca Manifold moved to have the wood carving done by ‘Carvings by Keenan’. Alli Bogaard seconded the motion. The motion was approved.

B. Library Landscaping - Further discussion was held on the landscaping around the library. The Parks Department provided a landscaping plan for revision of the library landscaping. The Board discussed the landscaping plans and are very excited about the plans. Rebecca Manifold moved to send a thank you note and comments to the Parks Department Director and Community Services Director. Jane Koogler seconded the motion. The motion was approved.

**VII. New Business:** There was no new business to discuss.

**VIII. President’s Report and Announcements:** President Mary Barnes reported that she will not be at the October meeting. Rebecca Manifold will chair the meeting.

**IX. Director’s Report:**

A. Elevate Iowa grant

In addition to the \$500 grant from Elevate Iowa, we received matching funds from DMACC. We have ordered LEGO pieces and purchased containers for them. We will also add to our collection of books about LEGOs. Our media event and open house is Sept. 10 at 4:00. There will be treats. ☺

B. Internet service

We have not heard any more from Mediacom regarding free internet.

C. Building & Grounds

- Landscaping plans are in your packet. Staff from the Parks department plan to do some of the work this fall, but most will be done in the spring.
- Sketches and estimates from the carver are in your packet. The Friends have agreed to pay for the carving and the Parks Department will pay to have the tree taken down.
- A child kicked out one of the plexiglass panels on the aviary. Wendy is getting cost estimates to have it fixed.

- We are looking into replacing our public color laser printer with a color copier. Staff will present costs and alternatives next month.

#### D. Staff activities

- We hired two shelvers: Candace Mitchel and Rich Martin. Both started in August.
- Youth Services: In August, we had a "Touch A Tractor" event, similar to our "Touch A Truck" event in past years. It was well received and Katie is working on ideas for next summer. We also had our annual sidewalk chalk and bubble story time held outside.
- Assistant Director: This month, Chris investigated the possibility of adding a color photocopier for both public and staff use. He worked with copier vendors, as well as with Jamex to collect quotes and other information. He is in the process of performing necessary critical upgrades to antivirus software, and continues to keep up with adult cataloging.
- Director: I taught two of the computer classes this month, oriented the two new shelvers, worked on the annual report, and did a Laughter Club. I continued weeding in the Adult Fiction and began work on the 2015/16 budget.

#### E. Upcoming events

- September 10 at 4:00 p.m.: LEGO Open House in the Library Meeting Room.
- September 11 at 10:30 a.m.: mySocialSecurity education and sign-up event.
- September 17 at 2:45 p.m.: Afternoon Movie.
- September 18 at 10:15 a.m.: Genealogy Club.
- September 20 from 10:00 to 11:30 a.m.: Book Bash! Join us for activities based on a children's book. The Book Bash is sponsored by Families First and the Pella Public Library.
- September 25 at noon: The Brown Bag Book Club will discuss *12 Years a Slave* by Solomon Northup. Bring your lunch and bring a friend!
- September 25 at 4:00 p.m.: Girls Only LEGO Day.

**X. Committee reports:** The Governance & Policy committee presented a new Volunteer Policy. Jane moved to approve the policy as presented. Rebecca seconded the motion. It was unanimously approved.

**XI. Adjournment:** President Mary Barnes adjourned the meeting at 5:25 p.m. The next regularly scheduled Board Meeting is scheduled for October 14, 2014.