

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
Oct 14, 2014

I. Call To Order: Vice President Rebecca Manifold called the meeting to order at 4:00 P.M. Board members present were Alli Bogaard, John Evenhouse, Jane Koogler, Rebecca Manifold, and Praveen Mohan. Library director Wendy Street and library staff Chris Van Hemert were present. Sarah Cottington joined the meeting at 4:07 PM. President Mary Barnes was an excused absence.

II. Recognition of Visitors and Visitor Comments: Library staff member Chris Van Hemert was introduced. She told the Board what she does at the library and answered several questions about her job.

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 September minutes prior to the meeting. Jane moved to approve the minutes as presented and Alli seconded the motion. The minutes were unanimously approved.

V. Approval of Bills: All Board members received the September list of bills prior to the meeting. After some general discussion and questions regarding the monthly bills, John moved to approve the September bills. Praveen seconded the motion. The bills were unanimously approved.

VI. Unfinished Business:

- A. Annual report – Pella public library’s annual report was discussed. Most of the board members felt that the annual report was very well done. It was easier to read with graphs and good use of visual cues.
- B. Color copier proposal – One of the goals from our Plan for Service is to investigate the feasibility of offering a color copier to the public. In the past, the cost has been prohibitive in providing this service. After some investigation, it was found to be affordable now. The proposal explained the benefits of moving forward with the proposal. After some discussion on the proposal in the meeting, Sarah made the motion to approve the proposal and Jane seconded the motion. The proposal was unanimously approved.

VII. New Business: All the board members filled the application for the Volunteer policy and signed the same. The board members added the emergency contact in there as well.

VIII. Vice President’s Report and Announcements: The vice president did not have a report.

IX. Director’s Report:

- A. Touch screen computers
The library purchased two touch screen Windows 8 computers for public use in September. Chris installed them and they were made available to the public in mid-September. Public response has been positive and they are being well used.
- B. Internet service
The library has formally requested free internet and basic cable from Mediacom. They are not able to provide an internet content filter, so the library staff will research the options and make a recommendation to the board.
- C. Building & Grounds
The tree carving is expected to be done later this month. Still waiting for the tree service to “top off” the tree, which they plan to do the week of Oct. 13.

The Parks Department has started work on the landscaping. The city will be planting a Hackberry tree because it had already been ordered and paid for before Jeanette received Mary’s email. It is a disease-resistant variety.

The carpet replacement project is scheduled for mid-November. This will include the area behind the Circulation Desk, the staff work room, the staff lounge, my office, and the back hallway. We plan to be open during this project and will temporarily move Circulation operations to the former Reference Desk.

D. Staff activities

Youth Services: Story Time, Tot Time and Lap Sit have started and we have had regular attendance at all three programs. LEGO Club sign up was in September, and the groups will start meeting in October. We have added two LEGO groups this year for a total of 6, with most groups full (15 or more participants.)

Assistant Director: Chris worked on collecting bids and planning for the consolidation of public copy and print services. He collaborated with McGladrey to prepare e-mail accounts for updates to Office 365, and devised a plan for temporarily moving circulation activities to the OPAC/Reference desk during re-carpeting.

Director: Wendy submitted our state annual report, taught two computer classes, did one Laughter Club and continued weeding in the Adult Fiction. Wendy attended a meeting of library directors from medium-sized libraries on Sept. 5. Wendy obtained updated carpet bids and coordinated the re-carpeting project. Wendy has started work on the FY1516 budget.

Chris and Wendy will be out of the library October 22-24 for the Iowa Library Association annual conference in Cedar Rapids. Wendy will be participating in a panel discussion about "Successful Adult Programming" on Oct. 23.

E. Upcoming events

- October 10 at noon-October 19 at 4:30: Friends of the Library Book Sale in the Library Meeting Room. Books for all ages will be available for the donation of your choice. The book sale is restocked daily, so come early and come often!
- October 16 at 10:00 a.m.: Genealogy Club will meet at the State Historical Society.
- Oct. 30 at 12:00 noon: The Brown Bag Book Club will discuss *The Housekeeper and the Professor* by Yoko Ogawa.
- November 10 at 7:00 p.m.: Theodore Roosevelt: Rough Rider President. Historical re-enactor Darrel Draper will portray Theodore Roosevelt in a unique "edu-taining" (educational + entertaining) costumed program.

X. Committee reports: Wendy made revisions to the following policies to the Governance & Policy committee

- Gifts & Donations Policy: Revisions included referring patrons to Friends of libraries donation guidelines and the Library accepting gifts/donation on behalf of the Friends of the library. Gifts and donations policy was moved to approve by Jane and Alli seconded the same.
- Circulation policy: The policy revisions included that the library will make reasonable accommodations to support patrons with disability to facilitate the use of the library. Also, it included that the library does not bear further responsibility to notify the patron with respect to the overdue notice if the patron's provided contact information is inaccurate. Revisions to the circulation policy was moved to approve by Alli and seconded by Jane.
- Fines policy: Revisions included that the DVD and other cases that are not returned with all the discs will remain checked out and the fines will continue to accrue. Also, to expedite refund the patron should bring lost and paid items to the circulation disk. It was motioned to approve by John and seconded by Praveen.

XI. Adjournment: Vice President Rebecca adjourned the meeting at 5:05 P.M. The next regularly scheduled Board Meeting is scheduled for November 11, 2014.