

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
Dec 9, 2014

I. Call To Order: President Mary Barnes called the meeting to order at 4:04 p.m. Board members Alli Bogaard, Sarah Cottington, John Evenhouse, Jane Koogler, Rebecca Manifold and Praveen Mohan were present. Library Director Wendy Street and library staff Judy Van Zee were also present.

II. Recognition of Visitors and Visitor Comments: Library staff member Judy Van Zee 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 November minutes prior to the meeting. There was a typo mentioned in the November minutes which was corrected and resent. Sarah moved to approve the minutes as presented and Rebecca seconded the motion. The minutes were approved with the exception of that typo.

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

VI. Unfinished Business: There was no unfinished business.

VII. New Business: There was no new business.

VIII. President's Report and Announcements: The president did not have a report.

IX. Director's Report:

A. Internet service

Mediacom will charge \$500 to install internet and cable service. The services are free once installation is complete, but we are responsible for the installation charges. They have also dropped the promised service from 15 MB to 5 MB. Library staff recommends that we pay the installation fee and accept the free internet but only use it for wireless. The director proposes to keep our LISCO service and use it for the wired staff and public computers in the building. Although we would not save any money, we would have more capacity at no cost. We will have to find a content filtering solution for the Mediacom service. The board agreed to the proposal.

B. Copier

The new copier is installed and functioning as the public copier and printer. We have had a few issues with the setup and are still unable to scan to email. It is capable of banner printing, and if we are able to locate a source of banner paper, we may want to add that feature. We will need to set a price for banner printing once we know the cost of the paper.

C. Carpet

The carpet installation went well and finished ahead of schedule. Wendy hasn't received the bill yet.

D. Building & Grounds

Another child knocked out one of the plexi-glass panels on the aviary. We are looking for some sort of pet gate to block access to the aviary.

E. Budget

Wendy has not received the target number or any budget forms from City Hall.

F. Staff activities

Youth Services: Weekly story times have ended for the fall session. LEGO Clubs continue to be very popular and more have signed up during the last month.

Assistant Director: This month, Chris oversaw the installation of a new color photocopier, as a part of the new Copy and Print center. He oversaw the relocation of circulation services and technology during the new carpet installation. He also gave a library tour to residents from Vriendschap Village.

Director: Wendy made a presentation to the Marion County Community Foundation, taught a computer class, did one laughter club, and planned the Bring Your Own Book program. She also submitted a grant request to the Pella Community Foundation.

G. Upcoming events

- December 9 at 4:00 p.m.: Girls Only LEGO Club for girls in grades K and up.
- December 12: The library will be closed for staff in-service.
- December 16 at 7 p.m.: L.E.M.M.I.N.G.S. Teen Group.
- December 17 and 18 at 10:30 a.m.: Holiday Story Time for all ages.
- December 17 at 2:45 p.m.: Afternoon Movie. Join us to watch a movie on the big screen in the meeting room.
- December 18 at 10:15 a.m.: Genealogy Club will meet in the Meeting Room.
- December 18 at 10:30 a.m.: Holiday Story Time. We'll have stories, songs and simple craft. All ages are welcome for this special Holiday Story Time.
- Holiday hours: The library will be closed all day on Wednesday, December 24 and Thursday, December 25. We will close at 5:00 p.m. on Wednesday, December 31 and be closed all day on Thursday, January 1.

X. Committee reports: The Governance & Policy committee reviewed the Board Ethics Policy and proposed one minor change. All moved to approve the change and it was seconded by Praveen. The Board of Trustees Ethics Policy was unanimously approved.

XI. Adjournment: President Mary Barnes adjourned the meeting at 5:01 p.m. The next regularly scheduled Board Meeting is scheduled for January 13.