

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
May 12, 2015

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

II. Recognition of Visitors and Visitor Comments: Kenny Nedder was present. He is a new board member. His term will start July 1, 2015.

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 April minutes prior to the meeting. John moved to approve the minutes as presented; Jane seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business:

a. **Mediacom Internet and filtering:**

The City of Pella is putting a new firewall in our system this year. The City's IT consultant has suggested a different option for our filtering that will work well with the new firewall. It is Cisco Cloud Web Security. It will cost \$1400 a year, but we can control the settings in-house. This will filter all devices used in the library (library owned and private). There was discussion regarding canceling the Lisco Internet completely and using the Mediacom exclusively. The speed of Mediacom has not slowed down. No votes were taken on these issues.

VII. New Business:

a. **Loan Periods:**

The Board discussed the current loan periods for collections. Wendy included information regarding this issue in the Board packets. Discussion centered around increasing the loan periods for collection items that are no longer on the "new" shelf. The library would start with the DVD/VHS collection and, if it went well, would eventually add in the various book collections. Alli proposed a motion to change the DVD/VHS loan period per Wendy's suggestions in Loan Period document effective in August or September (at Wendy's discretion). John seconded the motion and it carried.

b. **Block amount (currently \$5):**

The Board discussed increasing the "blocked" amount from \$5 to \$10. With the library starting to accept credit/debit cards, patrons may want to pay a higher bill. John moved to approve the change, Rebecca seconded, and the motion carried.

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

IX. Director's Report:

A. **Hoopla**

The new digital service Hoopla was launched on May 11. There has already been significant usage by patrons. All Board members are encouraged to spread the word about this new service. Patrons can check out up to 25 items per month. Wendy is researching if these check-outs will count on our circulation numbers.

B. **Food for Fines**

The Library waived \$94.80 in fines this year. This is an increase from last year.

C. State Funding update

- Two new Syndetics modules are ordered and the bill was received today. It will be on next month's bill report.
- The laptop bar plans have been finalized and Wendy is waiting for a final quote from Iowa Prison Industries. The estimated delivery date is 4 months from ordering so it will be on next years' budget and an amendment will be made.
- Credit/Debit Card processing negotiation: The City of Pella's company is not interested in taking on the library's business as our transactions are so small. Wendy is negotiating with a new company who would charge \$0.50 per transaction (to be passed onto the patron). Wendy has had the tech departments from this company talk with the tech departments from Envisionware (our software) and with the City's tech department. She is awaiting a final decision from the Finance Director of the City of Pella.

D. Friends of the Library

The Friends of the Library held their annual meeting on April 28. They elected two new board members: Vicki Linkmeyer, Secretary and Diane Wegter, Vice President.

E. Buildings & Grounds

- The Pella Garden Club planted the urns before Tulip Time.
- The replacement TVSS (surge protector for the building) has been ordered and will be installed ASAP. Cost is estimated at \$2600
- We are participating in the "Public Writing, Public Libraries" project of the Grin City Collective. Wendy sent out pictures of the work. Poetry excerpts will be put on the front, glass doors. The Vermeer Charitable Trust funded the project. We were approached by the Collective (they did all the fundraising and organizing).
- There was a suggestion in the "suggestion box" that the chairs at the computers be "more comfortable and easier to use". There are various types of chairs at various stations.
- Three older public computers were retired due to low use, slow processing speeds, and difficulties in maintaining.

F. Staff Activities

Youth Services: Spring sessions of story time, tot time, and lap sits is over. Summer sessions will start in July. Katie attended a conference in May and will do school visits.

Assistant Director: Chris worked on integrating Hoopla digital records into Millennium; monitored library technology including increasing internet speeds and replacing obsolete hardware.

Director: Wendy weeded the DVD's and started on adult non-fiction, worked on the laptop bar design, and the credit/debit card options.

G. Upcoming Events:

As listed in the Director's report – no changes.

X. Committee reports:

A. Governance and Policy committee: Revised Computer and Internet Use Policy. The committee agreed to the suggested changes. Alli moved to approve the changes, Rebecca seconded, and the motion carried. The board may have to discuss changing this again if we move to having only Mediacom Internet and using the Cisco filter with the new firewall.

XI. Adjournment: President Mary Barnes adjourned the meeting at 5:15 p.m. The next regularly scheduled Board Meeting is scheduled for June 9, 2015 at 4 PM.