

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
June 9, 2015

I. Call To Order: President Mary Barnes called the meeting to order at 4:05 P.M. Board members present were Jane Koogler, Rebecca Manifold, and Praveen Mohan. Library Director Wendy Street and Assistant Director Chris Brown were present. Recently appointed board member Kenny Nedder, whose term will start from July 2015, was also present. Alli Bogaard, John Evenhouse, and Sarah Cottingham were excused absences.

II. Recognition of Visitors and Visitor Comments: There were no visitors or guests present.

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

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

VI. Unfinished Business:

- a. Mediacom internet and content filtering: If we eliminate our LISCO DSL connection and use Mediacom as our sole internet provider, we would need an Internet content filter. The proposal is to purchase a Cisco Cloud Web Security license and install it on the new firewall. The cost of the firewall will come from the City's IT budget. The decision was to move forward with Mediacom internet soon when feasible.

VII. New Business:

- a. Integrated Library System (ILS): We currently share our ILS with Central College Library. Neither Library is happy with our current vendor. So several options for ILS including OCLC Worldshare Management System, Sirsi Dynix Symphony, Innovative Millennium and Innovative Sierra were discussed extensively. The final decision will be made after we have all the information including pricing for the different systems.

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

IX. Director's Report:

- A. Hoopla: 155 patrons registered for hoopla and checked out 499 items in May. It has been a successful launch. Since so many people are using hoopla, we are hitting our daily spending ceiling regularly. This is frustrating for patrons, but we have the daily limit in place so we don't exceed our budget.
- B. Changes to the Statistical Report: Teresa and Wendy re-worked the monthly statistical report to include more information.
- C. DVD/VHS loan periods: It has been decided by the committee that
 - a. Extended checkout will be offered on the new DVDs only
 - b. Older DVDs will have the checkout period of 1 week and renewal period of 1 week
- D. State Funding update
 - a. The bill for Syndetics modules for the catalog is included in this month's list. The modules will be installed after payment is received.
 - b. The laptop bar has been ordered and it is expected to be delivered in 3-4 months.
 - c. Envisionware cash register and credit card processing: With the recent developments on ILS, Wendy suggested that we may need to put this project on hold and the board agreed to the same.
- E. Shelfari: Chris installed a new free widget on our catalog page. New books added to the collection are featured on a shelf graphic. It only works for books, so other materials are not included.

- F. Changes to WILBOR: The State Library has announced that WILBOR will be merged with NEIBORS, the other e-book/audio books consortium in Iowa. We expect more updates in the coming months.
- G. Building & Grounds:
- a. New landscaping has been done on the south side of the library.
 - b. The replacement TVSS was installed June 1.
 - c. The “Public Writing, Public Libraries” project was installed on May 19.
 - d. The ICN has informed that our ICN classroom capabilities will no longer function as they complete network upgrades. We were offered the option of upgrading our equipment at our expense and paying a new monthly fee, but Wendy declined since our ICN classroom gets very little use.
 - e. The memorial bench in the butterfly garden has deteriorated to the extent that we need to replace it. The wooden bench was originally a memorial for Maribelle Van Tuyl. I have contacted the family and they do not wish to replace it. Wendy will go ahead and replace the bench with one of the black metal benches the city typically uses for memorials.
 - f. We had a complaint about the three-hour limit in our parking lot. A patron using the library got a parking ticket because he was here for longer than three hours. Wendy referred him to the City Council since parking time limits are set by City Code.
 - g. Central College Student accounts:
We recently learned that Central College is no longer withholding grades from the students who have outstanding long overdue items at the Pella Public Library. Since we had been treating Central students differently because of this arrangement, we need to reconsider our Circulation Policy in light of this change. Right now, we accept only a Central College ID as ID and proof of address. We would like to start holding Central College students to the same standard as our other users and require proof of their permanent (home) address.
- H. Staff activities
- i. Youth Services: During May, Katie promoted the Summer Reading Program by visiting both Pella Community elementary schools, Jefferson Intermediate and Pella Christian Grade School. She also finished preparations for the program.
 - ii. Assistant Director: This month, Chris finished cataloging the general interest Vertical Files. He contacted various ILS vendors, synthesized information, and set up demonstrations. He also integrated Hoopla records into the library catalog, arranged staff training on Hoopla, and promoted the service.
 - iii. Director: I prepared the Adult Summer Reading Program, did two Laughter Clubs at Pella High School, continued weeding in the adult non-fiction, began Kenny Nedder’s board orientation, did two performance evaluations, and taught the hoopla classes.
- I. Wendy will be on vacation June 10-21. In case of emergency, she can be reached by cell phone and she will also check email. Chris Brown and Katie Dreyer are very capable of handling day-to-day issues in the library in her absence.
- J. Upcoming events
- o Theater Thursdays. June 4, June 11, and June 18 at 12:00 p.m. Kids and parents are welcome to bring a sack lunch to the library meeting room. Lunch will be at 12:00 p.m. followed by a movie starting at 12:30 p.m. Children under the age of five must be accompanied by a parent or mature person in the room watching the movie. Children under the age of eight must be accompanied by a parent or mature person in the library while watching the movie. Please call the library for the movie titles.
 - o Magician Rick Eugene will perform on June 11 at 10:30 a.m. in the JKF Auditorium in the Community Center. All ages are welcome.
 - o Open LEGO Play June 12 from 10:00 to 11:30 a.m. and June 26 from 2:00 to 3:30 p.m. No sign up is needed; LEGOs are provided. Children under the age of five must be accompanied by a parent or mature person in the room while attending the program. Children under the age of eight must be accompanied by an adult or mature person in the library while attending the program.
 - o Brown Bag Book Club will meet June 28 at 12:00 noon in the library meeting room.
 - o Saturday Story time is offered every Saturday at 10:30 a.m. Saturday story time is suggested for ages 3 and up with parents.

- Weekly Story Time and Tot Time will start again in July.

X. Committee reports:

1. The Personnel & Nominating Committee proposed the following slate of officers starting in July 2015

President: Rebecca Manifold

Vice President: Praveen Mohan

Secretary: Alli Bogaard

Current president and the board agreed to the same.

2. The Personal & Nominating Committee also did the Director's performance evaluation. The committee felt that Wendy has done a great job and suggested an increase to her salary. The board unanimously agreed to the same.

XI. Adjournment: President Mary Barnes adjourned the meeting at 6:06 P.M. The next regularly scheduled Board Meeting is scheduled for July 14, 2015.