

PELLA PUBLIC LIBRARY  
Board of Trustees Meeting  
July 14, 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, John Evenhouse, Kenny Nedder, Praveen Mohan, and Library Director, Wendy Street. Alli Bogaard was excused.

**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 was approved.

**IV. Disposition of Minutes:** Board members received the June minutes prior to the meeting. Rebecca moved to approve the minutes as presented and John seconded the motion. The minutes were unanimously approved.

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

**VI. Unfinished Business:** There was no unfinished business.

**VII. New Business:**

- a. Election of officers: Mary read the proposed slate of officers, President - Rebecca Manifold; Vice President - Praveen Mohan; Secretary - Alli Bogaard. Kenny made a motion to approve the officers as presented. John seconded the motion. The board unanimously approved the slate of officers for the coming year.
- b. Library hours study: This topic is part of the Library's long range plan. The Board discussed several options for changing library hours. The topic was tabled until a patron survey is completed in the spring of 2016.
- c. FY 14/15 annual statistics: The Board discussed this report. We were happy with the numbers shown as compared to prior years. It was noted that Hoopla usage is not included in these numbers since the State Library does not approve the use of Hoopla statistics in circulation reports.
- d. Progress on Plan for Service: Prior to the meeting Board members were able to review the Library's Plan for Service. A number of the goals have been completed ahead of schedule. Wendy noted the Library staff regularly reviews the Plan.

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

**IX. Director's Report**

- a. Integrated Library system: Central College's Geisler Library did sign a contract with OCLC in June and will be migrating to the OCLC Worldshare Management System this year. They are shooting for a May implementation. Wendy and Chris will continue to research systems available in the marketplace before bringing a proposal to the Board.

- b. Hoopla: Pella Library users continue to want to use Hoopla. During June, patrons were frustrated because they kept running into the “daily lending limit.” We have to maintain the daily lending limit in order to keep to our budget. In an effort to allow more patrons to use Hoopla, Wendy lowered the number of Hoopla transactions per patron from 25 to 10 and then to 5 per month. 82 new users signed up to use hoopla in June. As of July 14, 2015, we now have 266 total users. This high amount of usage is a good problem to have. This service will continue to be monitored to help determine if dollars for this service need to be adjusted upward for the next budget year.
- c. Changes to WILBOR: WILBOR and NEIBORS will merge in July. The new name will be BRIDGES. Our cost will remain the same. The launch is expected to be July 20 and there should be no gap in service. We will receive new marketing materials to help publicize the change.
- d. Donations and grants:
- \$500 from Pella Lions for Large Print books
  - \$868 from the Pella Moms Club for the quiet room
  - \$9,800 from Marion County Community Foundation for a digital touch table. The table has been ordered. The area where the table is to be placed has been cleared and ready to accept this new coffee table sized touch pad. Only 10 grants of this size were awarded in Marion County.
- e. Summer Reading program: We handed out almost 1,200 reading logs this summer. As of July 7, we have awarded 1,191 prizes. These numbers are very similar to last year’s statistics.
- f. Technical issues: Our conversion to Mediacom internet has not been without problems. Because of network communication issues, wireless printing did not work with the Mediacom connection. The wireless network router failed at the end of June. Rather than replace this router, Chris switched our wireless traffic back to the Lisco connection. Right now, everything is working, but we are not using the Mediacom connection. Once the new firewall is in place, we should be able to move everything back to the faster Mediacom connection. Our wireless counter also did not function in June, so we do not have a count for our statistics.
- g. Building & Grounds
- Wendy ordered a new memorial bench for the butterfly garden in June. The bench will be in memory of Keith Aldrich.
  - The sanitary sewer backed up into the public restrooms in June. Rozendaal cleaned and televised the pipes and discovered a break, which was repaired on June 26. The \$200 bill on this month’s list is for the sewer clean out and televising. I expect another bill of approximately \$500 for repairs to the pipe.
- h. Staff activities:
- *Youth Services*: Summer Reading Program is going well. On June 11, we hosted a magician and had 80 people in attendance. Our new program “Theater Thursdays” is very popular. We had 30-50 people attend each of the three movie showings in June.
  - *Assistant Director*: This month, Chris worked on collecting more information about ILS vendors, and participated in demonstrations of the products. He also continued to monitor customer service at the desk, as the summer rush of patrons has been in full effect.
  - *Director*: Wendy filed the Direct State Aid report, the Open Access report and the Access Plus report. She continued researching library systems, compared magazine renewal rates, and began work on the state’s annual statistical report.
- i. Upcoming events
- July 9, 16, and 23 at 12:00 p.m.: Theater Thursdays
  - July 10 from 10:00 to 11:30 a.m.: Open LEGO Play.

- July 16 at 9:30 & 10:30 a.m.: IPTV's Dan Wardell will present story time at the Joan Kuyper Farver Auditorium in the Community Center Building.
- July 24 and 25: Friends of the Library book sale
- July 24 at 2:30 p.m.: Bubbleologist at the Joan Kuyper Farver Auditorium in the Community Center Building.
- July 30 at noon: The Brown Bag Book Club will discuss *All the Light We Cannot See* by Anthony Doerr in the Library Meeting room.
- 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, tot time and lap sit will start the week of July 6.

**X. Committee reports:**

a. Policy Committee: Revised Circulation Policy. The Board was presented a copy of the proposed revision of the Circulation Policy before the meeting. One change was made on page 2. Rebecca moved to approve the revised policy. Praveen seconded the motion. The Board unanimously approved the revision. The revised policy will be posted on the Library's website and Central College has been notified of the policy change.

**XI. Adjournment:** President Mary Barnes adjourned the meeting at 5:30 P.M. The next regularly scheduled Board Meeting is scheduled for August 11, 2015.