

PELLA PUBLIC LIBRARY

Board of Trustees Meeting

August 11, 2015

I. Call To Order: President Rebecca Manifold called the meeting to order at 4:03 p.m. Board members present were: Alli Bogaard, John Evenhouse, Jane Koogler, Kenny Nedder, Mary Barnes, and Praveen Mohan. Library Director Wendy Street was present.

II. Recognition of Visitors and Visitor Comments: Chris Brown, Assistant Director was present. He participated in the meeting sharing his ideas and points of view on the various subjects discussed.

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 July minutes prior to the meeting. The Board discussed a few minor spelling and spacing issues. 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 August list of bills prior to the meeting. After some general discussion and questions regarding the monthly bills, Alli moved to approve the August bills. Praveen seconded the motion. The bills were unanimously approved.

VI. Unfinished Business: None

VII. New Business:

a. 2016 Holiday Schedule:

The Board discussed the 2016 Holiday schedule of closures for the Library as presented by Wendy Street. Rebecca moved to approve the schedule as presented. Jane seconded the motion. The 2016 Holiday schedule was unanimously approved.

b. Collection Agency:

Wendy presented the Board with a summary of the collection agency's actions from the last 12 months. This agency is the same one the City of Pella uses. When the agency collects on an account, they keep 50%-60% of what they collect. This is the only cost to the Library. After some discussion, the board decided to continue using the collection agency. Wendy feels it is an effective deterrent and the library does see some return. The Board would like to continue to get annual updates on the agency's collections.

c. Selection of Integrated Library System:

The Board discussed this issue at length. Wendy, along with the other staff of the Library, are recommending the SirsiDynix Symphony system. Wendy is comfortable with a 7 year contract, but she will research the exit clause. She has shared the contract with the City of Pella attorney and he did not raise any concerns. The City of Pella has authorized a budget amendment of \$15,000 to cover the cost of this change, for this fiscal year. The Library will be responsible for \$1160 (approximately) out of the current budget to cover the rest of the expenses. Wendy is confident we can find those monies in our existing budget. We will have to budget a little differently next year because the cost of this system will be an increase compared to the system we shared with Central College. John made a motion to approve the

selection of the SirsiDynix Symphony system. Jane seconded the motion and it carried unanimously.

Wendy did research the exit clause of the contract and communicated it to the Board of Trustees via email following the meeting. The exit clause states that we are responsible for 50% of the remaining contract. The city attorney did not have any objection to this section of the contract.

d. Library Card Sign-Up Month (1/2 Price Library Cards):

During the month of September, the Library generally offers replacement library cards for half price. Mary motioned for approval. Jane seconded the motion and it carried unanimously.

VIII. President's Report and Announcements:

a. Committee Appointments:

Personnel/Nominating: Alli Bogaard, Praveen Mohan and Mary Barnes. Duties include annual review of Library Director, address other personnel issues in the library as needed, draft a proposed slate of candidates for board offices.

Governance/Policy: Jane Koogler, John Evenhouse and Kenny Nedder. Duties include regular review of library policies.

IX. Director's Report:

A. Change to movie checkouts

Chris has made the necessary changes to the loan rules for movies and we have discussed the changes with staff. We will implement this change on Wednesday, August 12. Wendy also shared that the Library would be printing receipts for all video check-outs as an extra reminder to staff and patrons when the videos are due.

B. Hoopla

We are still hitting the daily lending limit, but not as often since we limited patrons to 5 checkouts a month. Fifty new users signed up to use hoopla in July; we now have 293 total users. July checkouts totaled 265. The Board will need to consider increasing the daily limit next year during our budget discussions.

C. WILBOR became Bridges

The consolidation of WILBOR and NEIBORS into Bridges went fairly smoothly, although they actually made the change on July 15 instead of July 20. This led to some confusion. There is a new name and new logo, but everything else is pretty much the same.

D. Patron complaint

On July 23, a patron complained that our computers and Internet were extremely slow. She asked why we don't get faster Internet. She said we should have spent less money on the building and more on the computers. She wanted her complaint passed to the library board. The Board discussed this issue. We are working in increasing the speed of the Internet. The City of Pella is installing a new firewall and once that is complete, we should be able to move back to the faster Mediacom service.

E. Summer Reading programs

We have had excellent participation in our Summer Reading program "Every Hero Has a Story." Although the program officially ended on July 31, we still have a few children coming in for their prizes. I don't have the final statistics yet, but here are a few estimates:

- More than 1,200 children participated in the Summer Reading program
- We have awarded almost 2,000 prizes
- Pella children logged over 12,000 hours of reading this summer!

Katie will provide a complete report next month. The 2016 theme will be "On Your Mark, Get Set, Read," and yes, Katie has already begun planning next year's activities.

F. Technical issues

We had a phone problem on July 27 from 10:00 a.m. to approximately 1:30 p.m. We were bombarded by an automated crank call that tied up our phone lines. Patrons who called us that morning most likely got a busy signal or no answer. Wendy did start the process of filing a complaint with the Pella Police. By the time she finished the paperwork to start a trace on the calls, they stopped. If this happens in the future, Wendy has the paperwork done and a trace can be done much quicker.

G. Building & Grounds

Nothing to report!

H. Staff activities

Youth Services: Dan Wardell from Iowa Public Television made a stop in Pella on his Reading Road Trip tour. Over 350 kids and adults enjoyed his story time at the two performances. Reading Road Trip is a free program provided to libraries from IPTV. Pella was one of the 65 libraries in Iowa that was chosen. This continues to be our largest attended program in the summer. We also had a bubbleologist, Geoff Atkins, perform in July to a crowd of 140. His show was all about following your dreams. This program was paid for by the Friends of the Library.

Assistant Director: This month, Chris worked on preparing for the switch to 7-day checkout for non-new movies. He worked with McGladrey to plan the firewall upgrade, did some preliminary planning for the Content DM digital content management system, and continues to work with Wendy on the possibility of a new ILS system.

Director: I worked on the state's annual statistical report, continued weeding in the 300s, and began the process of migrating our room reservation software. I continued to research Integrated Library Systems, both with sales representatives and also by talking with current customers.

I. Upcoming events

- August 19 at 3:30 p.m.: Lake Red Rock Program in the Meeting Room. Suggested for children in grades K and up.
- August 20 at 10:15 a.m.: Genealogy Club will meet in the Library Meeting Room.
- August 27 at 12:00 noon: the Brown Bag Book Club will discuss *Some Luck* by Jane Smiley.
- The Fall Session of Story Time, Tot Time and Lap Sit will start the week of September 14.
- Sign-up for LEGO Club will begin on Monday, September 14. LEGO Club will be held October through April. Sign up is required.

X. Committee reports: None

XI. Adjournment: President Rebecca Manifold adjourned the meeting at 5:11 p.m. The next regularly scheduled Board Meeting is scheduled for September 8, 2015 at 4 PM.