

# PELLA PUBLIC LIBRARY

Board of Trustees Meeting

September 8, 2015

**I. Call To Order:** President Rebecca Manifold called the meeting to order at 4:07 p.m. Board members present were: Alli Bogaard, John Evenhouse, Kenny Nedder, and Mary Barnes. Board members absent were Praveen Mohan and Jane Koogler. Library Director Wendy Street was present.

**II. Recognition of Visitors and Visitor Comments:** None

**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 August minutes prior to the meeting. Mary moved to approve the minutes with a correction to the spelling of Praveen's name; John seconded the motion. The minutes were unanimously approved.

**V. Approval of Bills:** All Board members received the September list of bills prior to the meeting. The OCLC bill came in after printing in the amount of \$382.73. After some general discussion and questions regarding the monthly bills, Alli moved to approve the August bills. Kenny seconded the motion. The bills were unanimously approved.

**VI. Unfinished Business:** None

## **VII. New Business:**

a. Summer Reading Program:

Wendy provided a summary of the 2015 summer reading program. Out of five programs, three saw an increase in participants. The percentage of children completing the program increased to 70% (from 66% last year). The prizes and rewards were well received, especially the experience prizes. The end of the program pool party had the largest attendance in history.

b. Annual Report:

Wendy presented the Board with her annual report for FY 2014/2015. There was some discussion of the information provided on the report and a couple of suggestions for minor changes. Overall it looks great.

**VIII. President's Report and Announcements:** None

## **IX. Director's Report:**

a. Integrated Library System

We are moving forward with the implementation of SirsiDynix's Symphony ILS. The contract has been approved and signed. We had our first conference call with our project manager Sheryl Wray on Aug. 24. We sent them our first batch of data files and they are currently analyzing the data. The library is starting to get back some training information and decision trees based on the data files they have already analyzed. We will have more features with this system than our previous one and some decisions will need to be made on whether or not we want those features activated. An example is patrons could have the option of depositing money on their account to cover future late fees.

b. Digital collection online

Chris Brown created a small digital collection using OCLC's ContentDM software. The collection consists of some historical documents and pictures that were in the basement. The software is free and OCLC will host 100 items for free. You can see what Chris has done so far by clicking on the "Digital Collections" tab on our catalog page.

c. Change to movie checkouts

The change has gone fairly smoothly and we have heard positive feedback from our users. We did have a drop in the number of movie checkouts in August (compared to August of last year), which may or may not be due to the longer checkout period.

d. Hoopla

We stopped hitting our daily budget limit in mid-August. In the month of August, we spent \$461 of our \$500 budget. I don't know if this is because the newness has worn off, or because the 5 checkouts per month limit has slowed people down, or if this is just a temporary lull. 31 new users registered in August. The dollars we do not spend when we don't hit our monthly limit do roll-over to the next month. Wendy will continue to monitor the usage of this service and we can determine if any changes need to be made at a later date.

e. Building & Grounds

- The new memorial bench installed in the butterfly garden on August 17. The bill for the bench and the memorial plaque are in this month's list of bills.
- The digital touch table arrived Aug. 25 and Chris has it set up and ready to go. We are waiting for the electrician to install an outlet for it. There are some problems with the box surrounding the outlet in the floor not fitting the outlet that needs to be put in. The box is in cement so it is not easily fixed.
- We have been getting quotes for the quiet room and hope to start on that project soon.

f. Staff activities

Youth Services: August was spent scheduling experience prize tours/parties with winners, finishing up summer reading and planning upcoming story times. On August 11, we had our annual bubble and sidewalk chalk story time outside with 30 kids and parents attending. Park Ranger Spry came on August 19 to present about being a Park Ranger.

Assistant Director: This month, Chris worked with Wendy to begin planning the implementation of the SirsiDynix Symphony ILS. He received and set up the new children's digital interactive touch table, and continued to work on adding materials to the library's digital collections.

Director: Wendy submitted the annual report required by the State Library and also prepared the annual report in your board packets. She worked with Evanced to set up and modify a test site for their new meeting room reservation software. She will be working with 2 Central students this semester for a non-profit writing class. Planned projects include updating our brochure and grant writing. Wendy hopes to have them write grants for a dramatic play area and launch pads (educational tablets) for children.

g. Upcoming events

- September 14 at 10:00 a.m.: LEGO Club Sign Up. LEGO Club will be held during the months of October-April. Sign up is required.
- September 15 at 7:00 p.m.: L.E.M.M.I.N.G.S. Teen Group. Students in 6th grade and higher are welcome to join us for monthly program.
- September 17 at 10:15 a.m.: Genealogy Club. Anyone interested in family history research is welcome.
- September 23 at 2:00 p.m.: Afternoon Movie. Join us to watch a movie on the big screen in the meeting room. Children under the age of 5 must be accompanied by a mature person watching the movie

with them and children under the age of 8 must be accompanied by a mature person in the library during the program.

- September 24 at noon: The Brown Bag Book Club will discuss *Deep Down Dark* by Hector Tobar. Bring your lunch and bring a friend!
- September 26 at 10:00-11:30 a.m.: Book Bash. There will be activities based on a firehouse theme. The first 100 families with children ages 0-5 will receive a copy of the book *Firehouse!* by Mark Teague. The Book Bash is sponsored by Vermeer Charitable Foundation.
- September 28 at 7:00 p.m.: Celtic Fingerstyle guitarist Jerry Barlow will perform in the Library Meeting Room.

#### **X. Committee reports:**

- a. Policy Committee: Reviewed the Bylaws and Sex Offenders policies. No changes were recommended.
- b. Policy Committee: Revised Behavior in the Library policy. Clarified language regarding the prohibition of consumption or possession of alcohol or controlled substances in the library. Added language prohibiting any animals from access to the library unless they are service animals. Therapy animals do not qualify as service animals. John moved to approve the changes to the Behavior in the Library policy. Mary seconded and the motion carried.

**XI. Adjournment:** President Rebecca Manifold adjourned the meeting at 4:57 p.m. The next regularly scheduled Board Meeting is scheduled for October 13, 2015 at 4 PM.