

PELLA PUBLIC LIBRARY

Board of Trustees Meeting

October 13, 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, Kenny Nedder, Praveen Mohan, Jane Koogler, and Mary Barnes. 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 September minutes prior to the meeting. All moved to approve the minutes. Praveen seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business: None

VII. New Business:

Policy Questions for new ILS:

As the new system is being configured, there are ways that the new system is doing things. Some of these differences may be completely new options, but others may necessitate a change in library policy.

1. The first policy question discussed was, "Do we want to allow patrons to have credits on their accounts? If so, how much? Will we refund unused credits if someone moves?" Staff recommended that we allow credits as a convenience for users, but set a limit of \$25 and not issue refunds. The board discussed this question at length and decided to follow the staff's recommendation. We will allow credits of up to \$25 on accounts, but will not issue refunds.
2. Do we want an alternate loan period for high demand items?" The alternate loan period would kick in automatically when a specified hold threshold is reached. The staff recommends we implement this feature only if we change the checkout period for books to a longer loan period. The Board decided to wait on this option and discuss if/when we change the book loan period.
3. We will set default prices for items that do not have a price listed in the record. Our current default prices are \$25 for everything except art prints which are \$100. The staff feel these are still reasonable amounts and it rarely happens. The Board agrees.
4. We will be able to block patrons who have a specified number of overdue items or items that are overdue by a certain amount of time. Currently, patrons are only blocked when an overdue item reaches "billed" status, which is about 2 months for books. Staff felt they needed more information regarding this option, especially in light of #5 (see below)
5. Our current system does not assess a fine until the item is checked in or renewed. The new system will count accruing fines against the \$10 block amount. Once an item is overdue, the patron's account will start accruing fines. They will be blocked once they reach the \$10 amount. Staff thinks that this will essentially eliminate the need for #4. The Board would like to see how this all works out once we are up and running and will make changes as necessary.
6. Family accounts will be linked now instead of multiple people sharing a single account.

VIII. President's Report and Announcements: None

IX. Director's Report:

a. Integrated Library System progress report

In October, we will complete our policy profiling and will have training sessions on Circulation, Cataloging, Authority control, and Reports. In November, SirsiDynix will do a test data load, we will load the client software on our staff workstations, and we'll have training on System Administration, Serials, Acquisitions and Enterprise. In December, we will review the test data and do final system configuration. Our target date for going live with the new system is January 21. The change over to the new system will be seamless to the public. There may be some glitches but Wendy is hopeful those will be minor and manageable. Kenny asked if the company offered any publicity notices we could use to notify the patrons of the changes. Our website will look much different and it will be easier to update and make changes to the site.

b. Hoopla

We are no longer hitting our daily budget limit, but patrons continue to register for and use hoopla. We will continue to monitor usage, and may actively promote the service again in the spring. We had 32 new users in September and 368 overall. We are paid through April 2016 and we want to make sure we use all the pre-paid dollars, \$6000.

c. Building & Grounds

- The digital touch table was installed on Sept. 21 and has been quite popular. We don't have a way to get statistics from it, but we do observe people using it.
- Three new floor outlets were installed. They will be handy for laptop users.
- The new firewall was finally installed on Sept. 24 and the filter configured shortly afterwards. We are enjoying the speedy internet!
- Someone ran into the wrought iron fence in the parking lot and did quite a bit of damage. We are exploring options for fixing, replacing or removing it. We may need to think about getting curb stops.
- We hope to complete the light bulb replacement in the next couple of months. Wendy is going to buy some now and try out before replacing all of them as it is very expensive, however we will save on the electric bill. We will need to do a new budget request for the light replacement as it is now a different plan than what we submitted before.

d. Staff activities

The City held its annual Employee Recognition Breakfast on Sept. 23. Several library employees were recognized for their years of service with the City:

Nancy Moreland: 5 years
Carol Weihe: 10 years
Chris Van Hemert: 10 years
Vivian Koolstra: 25 years
Judy Sents: 25 years.

Youth Services: Weekly Story Times, Tot Times and Lap Sits started in September. LEGO Club sign up also started in September. All after school programs will start in October.

Assistant Director: This month, Chris has focused heavily on helping Wendy prepare for the SirsiDynix transition. He ran reports, and manually dumped all of the Millennium data out of the system and into a format that SirsiDynix could work with, interpreting the various files for SirsiDynix as necessary. Chris was also nominated and won a Character Counts award!!

Director: I have been working on the transition to our new ILS, evaluating meeting room scheduling software, and a variety of building projects. I also planned and publicized three adult programs and trained four new volunteers.

Jim Bebo, our Experience Works employee, has completed scanning our collection of obituary cards from 1999 to the present. The scanned cards have been added to the Marion County GenWeb site.

e. Iowa Library Association conference

Chris, Katie and I will all attend the Iowa Library Association conference in Des Moines on October 14-16.

f. Upcoming events

- October 9-October 18: Friends of the Library Book Sale in the Library Meeting Room. Books for all ages will be available for the donation of your choice. The book sale is restocked daily, so come early and come often!
- October 13 at 4:00 p.m.: Girls Only LEGO® program for girls in grades K to 6th grade.
- October 13 at 6:30 p.m.: Night Time Drop-In LEGO®. All ages are welcome to participate. Children will need to have parent or caregiver with them while attending this program.
- October 13 at 7:00 p.m.: L.E.M.M.I.N.G.S. Teen Group for students in 6th grade and higher.
- October 19 at 7:00 p.m.: Art Quilts of the Midwest. Linzee Kull McCray will share information about traditional quilts, the modern quilt movement, and art quilts.
- October 21 at 2:30 p.m.: Drop-In LEGO® for children in grades K and up. No sign up is needed. Children under the age of 8 need to have an adult in the library while attending this program.
- October 22 at 10:15 a.m.: Genealogy Club will meet in the library meeting room. The program will be about using the Find A Grave website.
- Oct. 29 at 12:00 noon: The Brown Bag Book Club will discuss *Hello from the Gillespies* by Monica McInerney.
- Nov. 3 at 7:00 p.m.: Adult Coloring. Coloring isn't just for kids! Relieve some stress, get creative, and stimulate your brain with coloring. The library will provide supplies, or you may bring your own. For ages 16 and up.

X. Committee reports:

- a. Policy Committee: Revised Circulation Policy. Updated loan period for new vs older DVDs. John motioned for the changes to be approved. Kenny seconded the motion and it carried.

XI. Adjournment: President Rebecca Manifold adjourned the meeting at 5:04 p.m. The next regularly scheduled Board Meeting is scheduled for November 10, 2015 at 4 PM.