

# PELLA PUBLIC LIBRARY

Board of Trustees Meeting

November 10, 2015

**I. Call To Order:** President Rebecca Manifold called the meeting to order at 3:58 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 October minutes prior to the meeting. Kenny moved to approve the minutes. Mary seconded the motion. The minutes were unanimously approved.

**V. Approval of Bills:** All Board members received the November list of bills prior to the meeting. The Board discussed the annual expense of 3M service contracts in the amount of \$7,861.00. This is an annual expense that covers the security gates, self-check-out station and the 3 check out stations at the desk. After more general discussion of the bills, Jane moved to approve the September bills. Praveen seconded the motion. The bills were unanimously approved.

**VI. Unfinished Business:** None

## **VII. New Business:**

### **Budget Priorities:**

Existing CIP Requests – Replace carpet in the Story Time room FY 16/17

Building consultant in FY 18/19 to draw plans for a remodel or addition- Wendy is considering moving this up to next year as the community center will be remodeled at that time. It may be that a bond referendum is necessary for that project and it makes sense for the library remodel/addition to be a part of that referendum as well.

Possible new CIP requests – Meeting Room Carpet (discussion around painting the meeting room as well)

Replace/Re-upholster Chairs

Replace the self-check machine (9 years old) and the 3<sup>rd</sup> circulation terminal (16 years old)

RFID conversion - \$0.25/tag and we have about 80,000 materials. It would allow for a quicker check-out and we could explore an automatic materials sorter with this.

Possible Supplemental Requests – Stackable washer/dryer – for our puppets, toys in the kitchenette, the check-out toys, legos, towels, and the dress up station we hope to get through grant money.

Charging Station – for patron's devices

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

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

### **A. Integrated Library System progress report**

We have started training on the new system. This month, Chris will install client software on some of our workstations and SirsiDynix will provide access to a practice database so staff can become familiar with the software. They will have a practice database and a practice module. On December 11, the staff training day, all staff will be working on familiarizing themselves with the new system. They are also starting to test some of the conversion of data to make sure that it converts properly.

B. Hoopla

We currently have 384 people registered to use Hoopla. They have checked out over 1,800 items. Since we limited users to 5 checkouts per month, they are no longer running up against the daily budget limit. The Board discussed this and decided to leave the Hoopla limit as it is and will re-evaluate in February. The new system may have to go live without Hoopla because of a compatibility issue between SirsiDynix and Hoopla. They have promised that it will eventually work where patrons just go to one website for all checkouts, but in the beginning it may stay as it is now, where you have to leave our website and go to Hoopla's for checking out.

C. Building & Grounds

Nothing to report.

D. Staff activities

Youth Services: Katie attended the Iowa Library Association Conference in October. She came back with ideas to implement and was able to network with other youth services librarians. We have had great attendance at story time, tot time and lap sit programs.

Assistant Director: This month, Chris and Wendy worked as a team to map the data fields in the old Millennium system to new SirsiDynix data, and set up system policies. He cataloged and introduced a new rubber craft stamp collection to the library, and worked with Brad Meek of McGladrey to replace and speed up library computers. Chris also attended the Iowa Library Association Conference.

Director: I sent in my recertification application to the State Library this month, and attended SirsiDynix training on Circulation, Cataloging, Authorities and Reports. I worked with two Central students to write two grant applications to submit to the Pella Community Foundation. One application was for a dress up area in the children's section and the other was for launch pads for the library collection. Launch pads are educational tablets geared toward 3-5 year olds. The two students will also be working on a new brochure for the library and a user satisfaction survey. I spoke to the noon Kiwanis about our online offerings, taught two computer classes, attended the ILA conference, and trained three new volunteers. Wendy also attended the Iowa Library Association Conference.

E. Friends of the Library

The Friends of the Library grossed over \$1,000 from their October book sale. Because they have a surplus of donated books, they will be holding an additional book sale February 11-15.

The Friends are now holding their annual membership drive. I have included membership forms in your packets in case you are interested in supporting the Friends.

F. Upcoming events

- November 10 at 7:00 p.m.: L.E.M.M.I.N.G.S. Teen Group for students in 6th grade and up.
- November 19 at 10:15 a.m.: Genealogy Club will meet in the Meeting Room. Brent Martin will do a program on "DNA Genealogy."
- November 19 at 12:00 noon: Brown Bag Book Club will discuss *Me Before You* by JoJo Moyes.
- Story Time, Tot Time and Lap Sit will be offered the month of November. Call the library for days and times.
- Saturday story time is offered every Saturday at 10:30 a.m. Saturday story time is suggested for ages 3 and up with parents.
- Drop In LEGO Club:
  - Thursday, November 4 from 4:00-5:00 p.m. for students in grades K and up.
  - Tuesday, November 10 from 6 to 7 p.m. for children of all ages with parent/caregiver.
  - Wednesday, November 18 from 2:30 to 3:30 p.m. for students in grades K and up.

**X. Committee reports:** None

**XI. Adjournment:** President Rebecca Manifold adjourned the meeting at 4:42 p.m. The next regularly scheduled Board Meeting is scheduled for December 8, 2015 at 4 PM.