

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
January 12, 2016

**I. Call To Order:** President Rebecca Manifold called the meeting to order at 3:59 PM. Board members present were: Mary Barnes, Jane Koogler, Rebecca Manifold, and Kenny Nedder. Library Director Wendy Street was present. Alli Bogard, John Evenhouse, and Praveen Mohan were excused.

**II. Recognition of Visitors and Visitor Comments:** There were no visitors or guests present.

**III. Approval of Agenda:** The agenda was amended to remove item **XI. Demonstration of new ILS**. The agenda was approved as amended.

**IV. Disposition of Minutes:** All Board members received the December minutes prior to the meeting. Minor spelling correction was proposed by Rebecca. Kenny moved to approve the minutes as amended; Mary seconded the motion. The minutes were unanimously approved.

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

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

**VII. New Business:** There was no new business.

A. **Progress report on Plan for Service:**

Wendy presented the Board with an update on the Plan for Service. There was some discussion of the information provided. Overall it was agreed there has been good progress.

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

A. **Supporting the staff during the ILS transition:**

There was good discussion how the Board can best support the library staff during the transition. A plan was put in place to provide various treats the week of the 18<sup>th</sup>.

**IX. Director's Report:**

A. **Budget**

I made a couple of changes to the amounts requested in CIP because of the quotes I got after our last board meeting.

- Meeting Room renovation: changed the amount requested to \$5,600. This includes funds to replace the wallpaper if the walls can't be painted.
- RFID project: changed the amount to \$67,000. This includes \$43,000 for equipment and \$23,000 for supplies.

After meeting with the Finance Director and City Manager, we made two additional changes:

- The supplemental request for a washer/dryer was removed. We will ask the Friends to fund this item. In exchange, our budget for hoopla will be increased in the city budget so the Friends will not have to fund half of hoopla.
- After more discussion, we moved the architectural evaluation to FY16/17.

The budget will be presented to the City Council on February 8<sup>th</sup>.

B. **Integrated Library System progress report**

We have been concentrating on the final configuration and preparation for Go Live, as well as staff training.

Things you should know:

- We will be using an offline circulation program Jan. 18-21, so our services will be limited to checkout. We will not be able to check items in, place or fill holds, accept fines, or renew items. Patrons will not have online access to their accounts and to other services such as Bridges.
- On Jan. 11, we stopped using the ILL system for cataloging, ordering and serials.
- Nothing is due during the transition. Materials checked out now will not be due until Jan. 25.
- We have scheduled extra hours for the shelvers during the transition to help check in the backlog of materials returned.
- We are currently on-schedule and the training is going well.
- The first time patrons login to the new system, they will need to enter their PIN. This will be defaulted to the last four digits of their telephone number. They can change it after they login. They can also request an automated PIN reset if they have an email on file.

#### C. Trustee training options in 2016

Our state accreditation requires library trustees to participate in continuing education. You have a few options:

1. Attend an online webinar. The 2016 ILOC (Innovative Libraries Online Conference) will be held on January 21, 2016. ILOC is an all-day online conference and typically has a session aimed at trustees in the evening. This year's theme is "Digital Citizenship." You can find more information here:  
<http://www.statelibraryofioda.org/ld/c-d/continuing-ed/iloc/iloc-2016>  
 Can also view the archived version if you register.
2. Bring in a trainer from the State Library to present on a topic of interest to you. This could be scheduled as part of one of our regular board meetings.
3. Watch "Trustee Dan" training videos as part of our regular monthly board meetings.
4. "Jumpstart Your Trusteeship" Online Board Series. This 3-part online series will look at methods for recruiting new members, conducting effective meetings, and highlighting publications and training opportunities to bolster board effectiveness. (<http://www.statelibraryofioda.org/cgi-bin/cecat/>)

After much discussion the first preference will be to bring a trainer on-site to learn about the "library of the future" or similar topic. Wendy will reach out to coordinate with a target of March for the training.

#### D. Streaming video on Bridges

The Bridges team has recently announced that they are piloting a limited selection of video titles. They chose to add "Always Available" titles, which means they may be checked out by multiple patrons at one time and are only available for one year. These are purchased as a package and include titles from PBS, as well as older classics. To see what is in the collection, you can browse and filter by format. Because of budget restrictions, they will not be taking patron requests for other titles. Hopefully that will be clear on the request form. Video titles check out for 14 days. Like hoopla, they are streaming and must be viewed while connected to the internet. This is exciting news and something we have been requesting for a long time. I encourage you to try it out and let me know what you think.

#### E. Grants

We recently received notification that we will be awarded three grants:

1. Walmart awarded us \$550 for a charging station. This has already arrived and is setup behind the self-check-out machine.
2. Pella Community Foundation awarded us \$550 for a creative play dress up station for the children's area
3. Pella Community Foundation awarded us \$1,000 to purchase Playaway Launchpads, which are tablets for children loaded with educational apps.

#### F. Building & Grounds

- All of the upholstered chairs in the public areas of the library were cleaned on December 11. The bill (Schneider Chem-Dry) in this month's list of bills.
- I am not renewing the maintenance contract for our microfilm reader/printer. Our model has been discontinued and Navient won't guarantee that they can get parts. I am gathering quotes for a newer machine and looking at leasing options.

- Continuing search for an acceptable LED bulb replacement.

#### G. Staff activities

Youth Services: Holiday Story Times were offered in December. Winter/Spring story times will start the week of January 11.

Assistant Director: This month, Chris has been heavily focused on problem solving and trouble-shooting the new SirsiDynix Symphony ILS. He continues to rework our library procedures for the new system, and is exploring ways to improve workflow by incorporating features that the new system offers.

Director: I submitted a grant application to Walmart for a recharging station, which they funded. Worked on credit card set up and online ordering through Baker & Taylor.

#### H. Upcoming events

- January 12 at 4:00 p.m.: Girls LEGO Club for girls in grades K and up.
  - January 16 at 10:00-11:30 a.m.: Book Bash. There will be activities based on the children's book I Spy Little Animals by Jean Marzollo. The first 100 families with children ages 0-5 will receive a copy of the book. The Book Bash is sponsored by Families First and the Pella Public Library.
  - January 21 at 10:15 a.m.: Genealogy Club in the Library Meeting Room.
  - January 28 at 12:00 noon: Brown Bag Book Club will discuss The Distance Between Us by Reyna Grande.
- Drop In LEGO Club dates:
- Thursday, January 7 from 4:00 to 5:00 p.m. for students in grades K and up.
  - Tuesday, January 12 from 6:00 to 7:00 p.m. for children of all ages with parent/caregiver.
  - Wednesday, January 20 from 2:30 to 3:30 p.m. for students in grades K and up.

**X. Committee reports:** There were no committee reports.

**XI. Adjournment:** President Rebecca Manifold adjourned the meeting at 5:02 PM. The next regularly scheduled Board Meeting is scheduled for February 9, 2016 at 4:00 PM.