

PELLA PUBLIC LIBRARY

Board of Trustees Meeting

February 9, 2016

I. Call To Order: President Rebecca Manifold called the meeting to order at 3:59 p.m. Board members present were: Alli Bogaard, Kenny Nedder, Praveen Mohan, Jane Koogler, John Evenhouse 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 January minutes prior to the meeting. Rebecca moved to approve the minutes. Jane seconded the motion. The minutes were unanimously approved.

V. Approval of Bills: All Board members received the February list of bills prior to the meeting. The Board discussed the bills and questions were answered. Alli moved to approve the bills. Jane seconded the motion. The bills were unanimously approved.

VI. Unfinished Business: None

VII. New Business:

Microfilm reader/printer: The current reader is approximately 15 years old. Our annual maintenance contract is \$955/year. The company is no longer guaranteeing that they can get parts for the machine. Wendy wanted to cancel the maintenance contract, however the penalty would have been the amount of the annual maintenance contract due to time constraints, so she renewed the contract for one more year. Wendy did solicit bids for new machines and they are \$6,000 - \$10,000, plus \$600 - \$1,000/year in maintenance contracts. The machines would also require a PC. The current machine is rarely used. Wendy has not purchased toner for the machine for at least 2 years. The only microfilm not digitized yet is some county records, 2-3 reels, and would cost approximately \$600 to digitize, and we would need permission from the Historical Society to do so. By not purchasing a new machine, we would not lose any content from our collection as all the information is available on-line (except those 2-3 reels of county records).

As the current machine is now covered under a maintenance contract through 2016, Jane moved to defer this discussion until fall 2016. Praveen 2nded the motion and it carried.

VIII. President's Report and Announcements: None

IX. Director's Report:

A. Budget

- The Architectural Services CIP project got moved back to FY 18-19 to "accommodate some of the other large construction projects expected to take place in the next few years." However, the city manager assures us that city staff and city council will have a work session outside of the budget process to discuss how best to handle the various projects which may require a bond referendum. These would include the Public Safety Complex, the Community Center and the Library.
- The Friends of the Library agreed to fund the washer/dryer in 2016.

- Wendy also attended the Marion County Board of Supervisor's budget meeting. There is an \$80,000 budget for the 5 libraries in Marion County. Each library gets \$3000 and then the rest is distributed to each library according to their circulation rates among rural patrons. The libraries asked for a \$5000 increase to the overall budget.

B. Integrated Library System

For the most part, the transition has gone well. We have had some issues with family cards and bills transferred from the old system, but we are working through those manually. Credit cards are being accepted and we have had several transactions.

C. Trustee training options in 2016

1. I contacted the State Library about a class on "the future of libraries." They don't have anyone prepared to talk on that subject, but Marianne Mori offered to do a session on "library trends."
2. I found an archived webinar from the American Library Association called "The Future of Libraries." It is a Q&A format, is 1 hour long, and was recorded March, 2015. It is intended for librarians, not trustees, so there is a fair amount of jargon. The Board of Trustees has agreed to do option #1. Wendy will schedule this ASAP. We plan to do the training from 4-5 PM and hold our meeting 5-6 PM.

D. Staff activities

Youth Services: In January, we hosted an ELMA Book Bash. Over 200 children and parents attended. The Family Winter Reading Program started on January 26.

Assistant Director: This month, Chris supervised the Go Live of the new SirsiDynix system. He has been troubleshooting, modifying configurations, coming up with new procedures, and providing one-on-one training as needed to staff members.

Director: I worked primarily on adjustments to the new system, getting credit card payments set up and working, online ordering, collections and statistics. I also gathered the Marion County library statistics and prepared the presentation to the County Board of Supervisors.

E. Upcoming events

- February 9 at 4:00 p.m.: Girls LEGO Club for girls in grades K and up. Sign up is required and limited to 20. Sign up at the Circulation Desk.
- February 9 at 7:00 p.m.: L.E.M.M.I.N.G.S. Teen Group. Any students in 6th grade and higher are welcome to join us for our monthly program.
- February 11-15: Friends of the Library book sale in the Meeting Room.
- Wednesday, February 17 from 2:30 to 3:30 p.m.: Drop in LEGO Club for students in grades K and up.
- February 18 at 10:15 a.m.: Genealogy club.
- February 25 at 12:00 noon: The Brown Bag Book Club will discuss *Pioneer Women: Voices from the Kansas Frontier* by Joanna Stratton. Bring your lunch and bring a friend.
- Genealogy classes will be held on Monday nights beginning Feb. 29.

X. Committee reports:

- Review of Personnel Policy: no changes
 - Revision of Fines and Fees Policy: language was added to accommodate the Library now accepting credit card payments. John motioned to accept the policy as revised. Praveen seconded the motion and it carried.
- The Board noticed some issues with the statistics. Wendy reported that it was difficult to run the statistics this time due to the change over of systems. She will have Teresa review the statistics and correct any mistakes.

XI. Adjournment: President Rebecca Manifold adjourned the meeting at 4:58 p.m. The next regularly scheduled Board Meeting is scheduled for March 8, 2016 at 4 PM.