

## **PELLA PUBLIC LIBRARY**

Board of Trustees Meeting

March 8, 2016

**I. Call To Order:** President Rebecca Manifold called the meeting to order at 5:08 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 February minutes prior to the meeting. The minutes state that board members received "November" minutes. The board amended that to read "January" minutes. Kenny moved to approve the minutes. Praveen seconded the motion. The minutes were unanimously approved.

**V. Approval of Bills:** All Board members received the March 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:**

Food for Fines during National Library Week (April 11-16) – the library will forgive fines to patrons who bring in non-perishable goods during the week of April 11-16. The new system will be able to track what fines were forgiven in this manner. Rebecca moved to approve. John seconded the motion and it carried.

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

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

A. Children's programs

Katie has been on FMLA leave since Feb. 29. Wendy is unable to share Katie's medical issues due to HIPPA, however she will be returning next week. We have cancelled most of the programs she had planned for March, but we will hold the ones we are able to staff.

B. Back up Internet

Here are the costs from Verizon for a 4G plan to use as a backup to our Mediacom internet connection:

Mobile Broadband Machine to Machine (M2M) Share Group 1 Plans - Low Usage					
The calling plans below reflect the monthly access charge discount. No additional discounts apply.					
Mobile Broadband Machine-to-Machine Plans	1 Megabyte	5 Megabytes	25 Megabytes	50 Megabytes	150 Megabytes
Domestic Shared Data Allowance Per Month	1 MB (87660)	5 MB (87661)	25 MB (87662)	50 MB (87663)	150MB (87664)
Monthly Access Charge	\$5.00	\$7.00	\$10.00	\$15.00	\$18.00
Overage Rate Per Megabyte	\$1.00				
National Access Roaming	\$0.002 per Kilobyte(Canada)/\$0.005 per Kilobyte (Mexico)				
Mobile Broadband Machine to Machine (M2M) Share Group 2 Plans - High Usage					
Calling plans with a monthly access fee of \$34.99 and higher are eligible to receive a 23% monthly access charge discount.					
Mobile Broadband Machine-to-Machine Plans	250 Megabytes	1 Gigabyte	5 Gigabytes	10 Gigabytes	
Domestic Data Allowance Per Month	250 MB (87665)	1 GB (87668)	5 GB (87671)	10 GB (87673)	
Monthly Access Charge	\$20.00	\$25.00	\$50.00	\$38.50	\$80.00 \$61.60
Overage Rate Per Megabyte	\$0.015				
National Access Roaming	\$0.002 per Kilobyte(Canada)/\$0.005 per Kilobyte (Mexico)				
Note: Machine to Machine coverage included the Verizon Wireless 4G, 3G and 3G Extended networks. See attached Calling Plan and Feature Details for important information about calling plans, features and options. Government Subscribers may supply their own authenticated Equipment (CPE) approved by Verizon Wireless to be activated on these plans. Netbook, Smartphone, and Tablet devices are not eligible for Mobile Broadband M2M pricing. 4G service requires 4G Telemetry equipment and 4G coverage. All terms and conditions of the Agreement apply to M2M service and M2M Lines as a Wireless Service. Customer may select either the Account Share or Multi-Account Share option on the Mobile broadband Machine-to-Machine (M2M) Share Plans.					

There would also be a startup cost associated with purchasing a 4G receiver, and the cost of cabling to get an antenna from the basement to where we could get a signal. Wendy estimates this to be around \$800-\$1500. With a plan like this, we could drop our LISCO connection (which is \$82 a month). LISCO has not been easy to work with especially regarding our e-rate payments. Staff would like to pursue this option. Staff will research other plans to come up with some competitive bids. Chris is researching how much data we use in order to help us determine what plan would be appropriate to purchase, and how often, if ever, our Mediacom internet connection has "gone down".

C. State funding

We have received our state funding for FY15/16. It totals \$14,950.43 and must be spent by June 30. Wendy is required to file the report on how it was spent by July 31, although she only has to report on the Enrich Iowa funds (\$3,291.56.) This money must be spent on infrastructure, technology, materials, etc. It cannot be spend on any on-going cost the library incurs such as wages or electricity. There was a spreadsheet in our packets outlining the already encumbered funds totally \$6228.95. Wendy and the staff came up with some ideas for the remaining \$8721.48. The board approved of proceeding with the recommended purchases (replacing desk receipt printers, 2-D scanners for circulation desk, Laptop Bar, Bluetooth scanner, hardware/cable for 4G internet, and materials).

D. Customer survey

Our Plan for Service calls for us to do a customer survey in 2016 and we have previously determined that April is the best time to do so. There was a draft of a survey and questions included in our packets. The board discussed the suggested questions and other topics the board would like covered in the survey. Wendy will make a new draft and share with the Board. We hope to get this survey out in April. We will use an online tool (Survey Monkey or something similar) to gather the data. We will email a link to all cardholders via Symphony, have a link on our web page, and have paper forms in the library and at City Hall.

E. Building and grounds

- Laptop bar. Iowa Prison Industries finally admitted that they have never started our laptop bar and aren't going to get to it any time soon. We hunted up an alternative that is ready made (and cheaper!) and ordered it from a library vendor. We ordered two, for a total of 8 seats, and they have a white board surface.
- Work is progressing on the Quiet room. Drywall went up this week!

## F. Staff activities

Assistant Director: This month, Chris continued to monitor the new SirsiDynix Symphony ILS and circulation activities, troubleshooting and submitting trouble tickets to SirsiDynix when necessary. He is working on customizing various Symphony reports to increase efficiency and productivity.

Director: Wendy worked procedures and staff training for Acquisitions and Collections, weeded in the 600s, obtained bids for maintenance on the staff copier, spoke to Rotary, and cataloged a lot of donated DVDs.

## G. Upcoming events

- Story time is offered every Saturday at 10:30 a.m. Saturday story time is suggested for ages 3 and up with parents.
- March 8 at 4 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.
- March 17 at 10:15 a.m.: Genealogy Club in the meeting room.
- March 18 at 10:00 a.m.: Morning Movie.
- March 22 at 6:30 p.m.: Family Program. It might be cold for a campfire outside but we can pretend inside! We will share stories in front of the "fire". Families are encouraged to bring a blanket.
- March 23 at 2:00 p.m.: Afternoon Movie.
- March 25: Library closed for Good Friday.
- March 27: Library closed for Easter.
- March 31 at 12:00 noon: The Brown Bag Book Club will discuss *The Wind is Not a River* by Brian Payton.
- The next Friends of the Library book sale will be April 8-18 in the library meeting room.

## **X. Committee reports:**

- Governance and Policy Committee: Review of General Policy Statement and Revision of the Displays Policy: Praveen moved to approve the additional bullet under "Display Cases". Jane seconded the motion and it carried.

**XI. Adjournment:** President Rebecca Manifold adjourned the meeting at 6:06 p.m. The next regularly scheduled Board Meeting is scheduled for April 12, 2016 at 4 PM.