

PELLA PUBLIC LIBRARY

Board of Trustees Meeting

May 10, 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, Jane Koogler, John Evenhouse and Praveen Mohan. Library Director Wendy Street was present. Mary Barnes was absent.

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 April minutes prior to the meeting. John moved to approve the minutes. Praveen seconded the motion and it carried. The minutes were unanimously approved.

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

VI. Unfinished Business:

- A. Upcoming Board Vacancy: The board discussed the applications for the board vacancy. Rebecca moved to present Rachel Sparks as the new board member. Praveen seconded the motion and it carried. Wendy will present Rebecca to the mayor of Pella for appointment.

VII. New Business:

Customer Survey: Wendy shared with the board the results of the survey via email earlier in the month. Today she shared the staff's input following their discussion of patrons suggestions for improvement.

1. Change the placement of bar codes on books where it doesn't work on the self-check. Staff all agreed this was something that needed to be fixed and they are changing those out as they are discovered.
2. The courtesy notice sent to patrons should include a link to the library's website. Chris is currently working on this.
3. The children's area could be more tidy. Katie is working to maintain the area more efficiently.
4. Inter-library loan fees (\$3.00) should be reduced or eliminated. The board discussed this at length and it is simply too expensive to pay postage for these items. The library cannot afford to absorb this cost.
5. There were some complaints about the level of noise in the library in general. This is something that we are planning to address in the plans for remodeling. The board agrees that there needs to be space for the children to enjoy the library, balanced with space for others to use the library in a more traditional manner. Until the remodel is more of a reality, Wendy will research a white noise system that may reduce the perception of noise in the library.
6. Patrons asked for a "Hold Service" where they could go on-line and reserve items for check out and a staff member would pull those items and the patron could just come to the front desk to check-out. Right now that is not feasible based on budget constraints for employee time/compensation. This is something that we could explore when making future budgets.

VIII. President's Report and Announcements: None

IX. Director's Report:

A. Food for Fines

Food for Fines was a success this year! We waived \$239.90 in fines. In past years, it has been closer to \$100. I think the email announcement helped to advertise this event.

B. Friends of the library

- The Friends spring book sale netted almost \$1,700. Again, this is higher than usual and we think the email blast helped to promote the sale.
- The Friends of the library agreed to pay \$5,250 for the new book drop!

C. State funding

- The new book drop has been ordered. I negotiated the premium "root beer" color at no extra charge. It will arrive sometime after May 12.
- I am gathering quotes for new hand dryers.
- I have not made a decision on meeting room software yet, but am leaning towards keeping our current system for one more year, or until they require us to migrate.

D. Hoopla

SirsiDynix recently announced that hoopla could be fully integrated into the catalog. We are ready and eager to install this feature, but SirsiDynix has discovered some bugs, so it is on hold.

E. Building and grounds

- The Quiet room is open for business!
- LED light bulbs for the large fixtures in the great room have arrived and are awaiting installation. The bill for the bulbs is in your packet. We have also ordered replacement ballasts for the smaller fixtures, which won't get LEDs because we couldn't find one that would fit. Ceramic discharge metal halide bulbs have been installed in those fixtures.

F. Staff activities

April Denim Days raised \$270.00 for Crisis Intervention Services.

Youth Services Librarian: Finish story time and other school year programming. I also scheduled school visits for summer reading program promotion.

Assistant Director: This month, Chris cataloged and wrote procedures to create the new Launchpad Tablets collection. He continues to work towards implementing the Verizon 4G backup solution for the library network, and he filed federal E-RATE documents for a discount on our telephone service

Director: I compiled, sorted and read through the survey results, worked with the Finance Director on our budget amendments, continued evaluating meeting room software, ordered the book drop, solicited quotes for the hand dryers, and attended the ISLA spring meeting.

G. My vacation

I will be on vacation May 31-June 5. I will have my cell phone and will check email if you need to reach me. If you have a library emergency during that time, please contact Chris Brown or Katie Dreyer at the library.

H. Upcoming events

- May 16 at 7:00 p.m.: **Monarch Butterflies**. Learn why monarch populations have declined, how to encourage monarchs in your garden, and what you can do to help monarchs thrive!
- May 19 at 10:15 a.m.: **Genealogy Club** will meet in the Library Meeting Room.
- May 25 at 4:00 p.m.: Author Chris Henry will read from his book *The Time Marauder*.

- Logs for the Summer Reading Program will be available on Monday, May 23 at 10:00 a.m.

X. Committee reports: None

XI. Adjournment: President Rebecca Manifold adjourned the meeting at 5:36 p.m. The next regularly scheduled Board Meeting is scheduled for June 14, 2016 at 4 PM. Jane Koogler will be unable to attend.