

PELLA PUBLIC LIBRARY

Board of Trustees Meeting

April 12, 2016

I. Call To Order: President Rebecca Manifold called the meeting to order at 4:00 p.m. Board members present were: Alli Bogaard, Kenny Nedder, Jane Koogler, John Evenhouse and Mary Barnes. Praveen Mohan was absent. 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 March minutes prior to the meeting. Under section IX. Director's Report, B. a typo was noted. Kenny moved to approve the minutes. Mary seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business:

- A. State Funding: Wendy provided the board with the 2016 State Funding budget. Approximately \$10,000 is already encumbered. We have approximately \$5,000 left to spend. The library staff came up with several ideas. The board and Wendy discussed the staff's requests at length. Rebecca moved to go forward with purchasing a new drive-up book drop. She moved that Wendy request the Friends of the Library pay for the book drop. The Library will then purchase the cart that is required to go in the book drop. The library will spend the remaining State funds on new hand dryers for the restrooms and adding materials to the collection. Kenny seconded the motion and it carried.

VII. New Business:

- A. Board Terms: Mary Barnes' second term is ending June 30, 2016. She had met her term limit and we will need to seek new applicants for the board. We will re-post the opening on the website, in the library and via email to patrons/community members. Wendy will also contact those persons who applied for the position at the last vacancy. We will discuss the applicants at the May meeting. Praveen Mohan and Jane Koogler's first terms are ending June 30, 2016. Jane has agreed to continue for her second term. Wendy will ask Praveen if he is willing to serve another term.

VIII. President's Report and Announcements: None

IX. Director's Report:

A. Food for Fines

In honor of National Library Week, the library will hold a "Food for Fines" drive April 11-16. The library will accept non-perishable food items in exchange for overdue fines. One food item will equal up to \$1.00 in fines. Two food items equal \$2.00, and so on. You may exchange a maximum of \$10.00 during the week. Each food item donated to the library will be given to the Food Shelf.

B. Use of the Digital Touch Table

Chris found an application that logs the number of minutes the table is in use. It has logged 403 hours since he installed the application in October. From March 28-April 3, the table averaged 2 ½ hours of use per day. Applications called Grinch and Fresh Paint were used the most during that week.

C. Marion County funding

The Marion County Board of Supervisors increased library funding for FY1617. Funding increased from \$80,000 to \$90,000. The Pella Public Library should receive \$49,125, compared to \$43,950 this year.

D. City Compensation Study

As part of the FY16/17 budget, the City Council approved a Compensation Study for City of Pella non-union employees. One of the first steps for the compensation study is to insure that we have accurate job descriptions/classifications to give to the consultant who will do the study. The market study will be based on the content of the job descriptions. Each job description for full-time and regular part-time employees is being reviewed by the employee doing the job, the employee's supervisor, and the department head. The compensation of Department Heads (including the Library Director) will not be included in the study, although Wendy will still review and update my job description.

E. Customer survey

As of April 7, we have received 891 survey responses. We'll keep collecting until April 15. Wendy will have results to share next month.

F. Building and grounds

- The laptop bar has been installed and has seen plenty of use.
- The Quiet room is almost finished. We're waiting for door hardware. The board discussed an appropriate name for this space. The board decided to continue to call it the "Quiet Room" for the time being.
- The Dress up station (Pella Community Foundation grant) has arrived and has been installed in the children's area.
- The Playaway Launchpads (Pella Community Foundation grant) have also arrived and are available for checkout. These devices are loaded with apps appropriate for 3-5 year olds.

G. Staff activities

April Denim Days: the library staff are once again participating in April Denim Days to support Crisis Intervention Services. Staff members are allowed to wear blue jeans to work during April, provided that they make a \$3 donation to Crisis Intervention Services each time they wear jeans. We did this last year and it was very popular with the staff.

The library staff provided "appreciation" lunches for the Public Works street crew on March 29 to thank them for taking care of our parking lot and helping with various projects. We made lunch for the Parks staff on April 7 to thank them for clearing snow from our sidewalks and taking care of our grounds.

Youth Services Librarian: Offering book to movie club in April. Working on finishing up Summer Reading Program.

Assistant Director: This month, Chris upgraded the receipt printers and scanners at the front desk. He rebuilt the Tumblebooks station, and continues to monitor and resolve any remaining questions and issues with SirsiDynix Symphony.

Director: I evaluated meeting room reservation software, gathered quotes for state funding projects, continued weeding in the 600s, and planned the adult summer reading program.

H. Upcoming events

- Friends of the Library book sale: April 8-17 in the meeting room
- Story time is offered every Saturday at 10:30 a.m. Saturday story time is suggested for ages 3 and up with parents.
- April 12 at 7:00 p.m.: LEMMINGS. Kids in grades 6 and up are welcome to join us for our monthly teen program.

- Tuesday, April 12 from 6 to 7 p.m.: Drop in LEGO club.
- Wednesday, April 20 from 2:30 to 3:30 p.m.: Drop In LEGO club
- April 21 at 10:15 a.m.: Genealogy Club meeting in the Meeting Room
- April 26 at 10:00 a.m.: Friends of the Library Annual Meeting in the Meeting Room. All Friends of the Library members are invited. New officers will be elected at this meeting.
- April 28 at 12:00 noon: The Brown Bag Book Club will discuss *A Lucky Life, Interrupted* by Tom Brokaw in the library Meeting Room.

X. Committee reports:

- Governance and Policy Committee: Revision of Circulation Policy, Fines & Fees, and Volunteer Policy. Review of Unscheduled Closings Policy (no changes recommended). Alli motioned for the revision to be approved as presented. Kenny seconded and the motion carried.

XI. Adjournment: President Rebecca Manifold adjourned the meeting at 5:15 p.m. The next regularly scheduled Board Meeting is scheduled for May 10, 2016 at 4 PM. Mary Barnes will be unable to attend.