

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
June 14, 2016

I. Call To Order: President Rebecca Manifold called the meeting to order at 4:03 PM. Board members present were: Mary Barnes, Rebecca Manifold, John Evenhouse, and Kenny Nedder. Library Director Wendy Street was present. Alli Bogard, Jane Koogler, and Praveen Mohan were excused.

II. Recognition of Visitors and Visitor Comments: Rachel Sparks was present. She is a new board member. Her term will start July 1, 2016.

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 May minutes prior to the meeting. A 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 May list of bills prior to the meeting. After some general discussion and questions regarding the monthly bills, John moved to approve the May bills. Rebecca seconded the motion. The bills were unanimously approved.

VI. Unfinished Business: There was no unfinished business.

VII. New Business: There was no new business.

VIII. President's Report and Announcements:

A. Recognition of service: Mary Barnes:

Rebecca led a recognition and thank you for Mary's years of service on the Library Board. Mary's term on the board has ended effective at the end of the month. There was some general reflection on the changes and progress made over the past years.

IX. Director's Report:

A. Summer Reading Program

As of June 6, we have given out 952 reading logs and already awarded 224 prizes. Twenty one kids have already received their level three prizes.

B. State Funding

- The new book drop was installed May 26. Most people like it, although we have had one complaint that it is too high.
- I ordered the new hand dryers. They have arrived but have not been installed.
- I decided to renew Evanced (our current meeting room reservation software) for one more year.
- We have run into a problem with our plan for 4G backup for our internet connection. Our IT consultants originally greenlighted this option, but have now changed their minds and are recommending against 4G as a backup. We have already purchased the device they recommended. Although we can return it, we will get a credit, not a refund. How do you want us to proceed?
 - After general discussion on the value, lower cost compared with other solutions, and Pella Corporation's good success with this type of a solution, it was recommended to continue to move forward pursuing the 4G backup internet connection.

C. Building Remodel

As you know, our long range plan calls for an architectural assessment in 2018 to determine if a remodel and/or mezzanine addition would best meet our needs for future growth. This expense has been approved in our CIP budget for FY18/19. Because there are a couple of other potentially large building projects coming up in the

city, there has been some discussion about changing the timelines to make them all coincide. It doesn't make sense to pass a bond referendum to remodel the Community Center in 2017 and then need another bond referendum in 2019 for the library. The other potential project is an expansion of the Fire Department section of the Public Safety complex. City Council will discuss the timing and the possibility of combining the projects at their June 21 meeting. This will be a Policy & Planning item, and will be discussed *after* the regular Council meeting, so I can't give you an exact time. I encourage one or more of you to attend.

D. Building & Grounds

- Halvorson Trane serviced our air conditioner on May 12 and came back on May 20 to replace a faulty part. I haven't received the bills yet, but they will be considerable.
- The LED light bulbs for the large fixtures in the great room were installed May 23. The ballasts for the pole fixtures were installed May 24. There is a bill in your packet from Gritters for the electrical conversion of the large fixtures. We have applied for a rebate on the bulbs with Bright Energy Solutions.
- I met with a representative from Iowa Audio Video about a white noise system for the library. He has not gotten back to me with a cost, but he said it would be "expensive."
- A new wireless access point was installed near the Quiet Room to improve signal strength in that area.
- Unfortunately, we will not be able to install a washer/dryer in the basement, so we are looking for an alternate location.

E. Staff activities

Youth Services Librarian: Katie visited all of our area schools in May to promote the summer reading program. Summer Reading is now in full swing, and programs start next week.

Assistant Director: This month Chris completed a couple of staff performance reviews and worked on upgrading the library laptop fleet to Windows 10. He also worked on moving the 4G Internet backup project forward.

Director: I attended two webinars, finished weeding the 600s, organized the Adult Summer Reading Program, and did several volunteer orientations.

F. Upcoming events

- June 9, 16, and 23 at 12:00 p.m.: **Theater Thursday** in the Meeting Room. Kids and parents are welcome to bring a sack lunch to the library at 12:00 p.m. The movie will start at 12:30 p.m. Children under the age of 5 must have a parent or mature person in the room watching the movie. Children under the age of 8 must have a parent or mature person in the library while watching the movie. For the movie title, please call the library.
- June 13 at 7:00 p.m.: Book signing by **author Bob Brink** in the Meeting Room. Brink, an Iowa native, is the author of two novels.
- June 14 at 7:00 p.m.: **Family Fun Night**. Join us for outdoor games and fun. We will meet in the Meeting Room at 7:00 p.m. All ages are welcome. The program will be held rain or shine.
- June 16 at 10:15 a.m.: **Genealogy Club** meeting in the Heritage Room.
- June 30 at 12:00 noon: **Brown Bag Book Club**. Call the library for the book title to be discussed.
- June 30 at 3:00 p.m.: **Pockets Full of Fun** (puppet and ventriloquist show) at the JKF Auditorium in the Community Center. All ages are welcome.
- **Story Time** will be offered on June 13, 20 and 27 at 10:30 a.m.
- **Tot Time** will be offered on June 14, 21 and 28 at 10:15 and 11:00 a.m.
- **Saturday Story time** is offered every Saturday at 10:30 a.m. Saturday story time is suggested for ages 3 and up with parents.

X. Committee reports:

A. Personnel/Nominating:

- 1) Proposed slate of officers: It was discussed that the same officers had agreed to serve in the same positions for another year. The proposed officers will be Rebecca as President, Praveen as Vice

President, and Alli as Secretary. There will be a vote on these proposed officers during the July board meeting.

2) Director's evaluation: There was no update.

B. Governance/Policy:

- 1) Review of PA System Policy (no changes recommended). Revision of InterLibrary Loan Policy. Rebecca motioned for the revision to be approved as presented. Mary seconded and the motion carried.
- 2) A new revision of Fines & Fees Policy was presented by Wendy. John motioned for the revision to be approved as presented. Mary seconded and the motion carried.
- 3) Wendy requested confirmation on a discussion to taking credit cards in person or online but not over the phone. This position was confirmed by all.

XI. Adjournment: President Rebecca Manifold adjourned the meeting at 4:55 PM. The next regularly scheduled Board Meeting is scheduled for July 12, 2016 at 4:00 PM.