

## **PELLA PUBLIC LIBRARY**

Board of Trustees Meeting

July 12, 2016

**I. Call To Order:** President Rebecca Manifold called the meeting to order at 4:03 p.m. Board members present were: Alli Bogaard, Kenny Nedder, Jane Koogler, John Evenhouse, Praveen Mohan, and Rachel Sparks. Library Director Wendy Street was present. Kenny Nedder and Praveen Mohan will both be absent next month.

**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 June minutes prior to the meeting. Alli 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 July list of bills prior to the meeting. Two additional bills have come in since the report was distributed. They were maintenance on the copier and color copier. On the report the amounts for the water and the electric bill were swapped. There is a payment for the replacement of a Launchpad on the report, however the patron who broke the device did pay for the replacement. The Board discussed the bills and questions were answered. Praveen moved to approve the bills. Kenny seconded the motion and it carried. The bills were unanimously approved.

**VI. Unfinished Business:** None

**VII. New Business:**

- a. Election of officers – Slate is as follows: Rebecca as President, Praveen as Vice President, Alli as Secretary. Kenny moved to approve the slate of officers. Jane seconded the motion and it carried.
- b. FY15/16 statistics – Due to the transition between the old and new systems it is virtually impossible to get accurate statistics for January. Therefore until the varying reports can be reconciled, Wendy will not be able to provide analysis of the statistics. General discussion was held regarding this topic. Circulation has decreased 5% and this is consistent with national trends.
- c. Progress report on Plan for Service – The board discussed the progress on the Plan for Service. There were a few topics that stood out. One was that the library is continuing to try to add different evening activities for families. Recently an outdoor game night was hosted by the library. The attendance was less than the library staff had hoped for, however weather may have been a factor. There is another one scheduled for next month. Another topic discussed was the "Book a Librarian" service. This service has not been advertised too much in the past, as most services that patrons want from a one-on-one session with a librarian are computer related and the computer classes offered at the library filled this need. Attendance at the computer classes is decreasing and this service may be offered instead of computer classes. We also discussed the number of visits to the library website. It is through the city of Pella and we are limited on what we can put up there and/or change. The number of visits are up this year, but over the last 5 years it has decreased. We do have many other ways of connecting with patrons such as Facebook, email, etc. The last topic discussed was that the report reflected that we had met all state standards but one. Wendy did some research following the meeting and determined that we actually did meet all state standards.

## VIII. President's Report and Announcements:

- a. Committee assignments: Alli, Praveen, and Kenny are on the Personnel Committee and John, Jane, and Rachel are on the Governance Committee.

## IX. Director's Report:

### A. Summer Reading

As of July 8, we have given out 1,150 reading logs and awarded 1,236 prizes.

### B. Building and grounds

The bill from Halvorson Trane in your packets is for the work they did on the HVAC in May. We had an additional service call on July 5.

### C. Staff activities

Youth Services Librarian: On Thursday, June 30, we had a program called Pockets Full of Fun by Lisa Laird from Orange City, Iowa. The program was puppets and a ventriloquist. She did a wonderful job and we have heard very positive comments from kids and parents. Katie is keeping busy with all the summer reading programs and prizes.

Assistant Director: This month I oversaw the installation and configuration of a new wireless "802.11ac" access point. 4G internet backup will be installed in July (we are still working on the installation. A 3<sup>rd</sup> wireless access was installed). I completed two staff performance evaluations. On a professional development note, I have completed work on the textbook "Crash Course in Technology Planning." It will be published by Libraries Unlimited, a division of ABC-CLIO, and will go on sale July 31, 2016.

Director: I reviewed bids for our magazine subscriptions and decided to go with a different vendor (we will save about \$700), weeded the 700s, worked on end-of-the-year finances and statistics, and planned some adult programs for fall.

### D. Upcoming events

- **Saturday Story time** is offered every Saturday at 10:30 a.m. Saturday story time is suggested for ages 3 and up with parents.
- July 7, 14, & 21 at 12:00 p.m.: **Theater Thursday**. Kids and parents are welcome to bring a sack lunch at noon to eat in the Meeting Room. 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. To learn the movie title, please call the library.
- July 18 at 10:00 a.m.: **Hanson Family Jugglers** will amaze us with their juggling while riding a unicycle! The program will be held at the Joan Kuyper Farver Auditorium in the Community Center Building. Everyone is welcome to attend, and no sign up is needed.
- July 19 at 7:00 p.m.: **Family Fun Night**. Join us for outdoor water 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.
- July 21 at 10:15 a.m.: **Genealogy Club** will meet in the Heritage Room.
- July 22 at 9:30 & 10:30 a.m.: IPTV's **Dan Wardell** will hold his Reading Road Trip Story Time at the Joan Kuyper Farver Auditorium in the Community Center Building. Everyone is welcome to attend, and no sign up is needed.
- July 28 at noon: The **Brown Bag Book Club** will discuss *A Call to Action* by Jimmy Carter in the Heritage Room.

- The Friends of the Library will hold their annual Paperback Book Sale Thursday, July 28 through Saturday, July 30. The book sale will be in the library meeting room during all hours the library is open.

**X. Committee reports:** None

**XI. Adjournment:** President Rebecca Manifold adjourned the meeting at 4:53 p.m. The next regularly scheduled Board Meeting is scheduled for August 9, 2016 at 4 PM.