

## **PELLA PUBLIC LIBRARY**

Board of Trustees Meeting

August 9, 2016

**I. Call To Order:** President Rebecca Manifold called the meeting to order at 4:01 p.m. Board members present were: Alli Bogaard, Jane Koogler, John Evenhouse, and Rachel Sparks. Library Director Wendy Street was present. Kenny Nedder and Praveen Mohan were 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 July minutes prior to the meeting. Rachel moved to approve the minutes. John seconded the motion and it carried. The minutes were unanimously approved.

**V. Approval of Bills:** All Board members received the August list of bills prior to the meeting. The Board discussed the bills and questions were answered. The electricity bill almost doubled from last month. Wendy explained that happens every summer as the library uses energy during peak times and therefore is charged a "prime time rate". The periodical subscription bill is new. This is a new provider and the cost reflected in the bills shows a yearly subscription for almost all of our periodicals. Alli moved to approve the bills. Jane seconded the motion and it carried. The bills were unanimously approved.

**VI. Unfinished Business:** None

**VII. New Business:**

- a. 2017 Holiday schedule: Rebecca motioned to approve the proposed 2017 Holiday Schedule. John seconded the motion and it carried.
- b. Collection Agency statistics: There was general discussion regarding the collection agency statistics and the account status. Although we do not collect a large amount, it is an effective deterrent. We will continue to use this agency.
- c. Revised Trustee application and proposed scoring matrix for applicants: Jane motioned to approve and accept the application and scoring matrix for Trustee applicants as presented. Rachel seconded the motion and it carried.
- d. Library Card sign-up month (1/2 price library cards): Rebecca motioned to approve the 1/2 price library card month. Alli seconded and it carried.

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

**IX. Director's Report:**

### A. Summer Reading

The 2016 Summer Reading Program theme was "On Your Mark, Get Set... READ!" In the children's program, we had 1,183 participants, down from 1,214 last year. However, we awarded more prizes this year: 2,140 compared to 2,078 last year. We had 75 teens who read 240,225 pages this year. Last year 62 teens read 171,687 pages. In the adult program, we had 353 entries compared to 366 last year. The Summer Reading programs ended on July 31.

Next year's theme is "Build a Better World" and will focus on architecture, construction, and building.

#### B. Hoopla

Hoopla is now fully integrated in our catalog. When you find a hoopla title you want, you can click on the link in the catalog to access the title. Hoopla checkouts will appear in your account along with Bridges and library checkouts. In July, 103 hoopla users were blocked by the daily budget limit (\$500/month). Eight users reached their circulation limit (8/month). There was some general discussion amongst the trustees regarding the budget limit.

#### C. Building and grounds

We had another service call from Halvorson Trane on July 26, this time for Air Handler 2. It turned out to be a bad sensor. We will need another service call to replace the faulty sensor. The cost estimate is \$965 (this was fixed on Monday, August 8).

The new hand dryers were installed on July 26.

#### D. Staff activities

Youth Services Librarian: In July, we had two fantastic programs. The Hanson Family Jugglers presented a wonderful program with juggling, riding unicycles and positive messages about recycling and to keep trying! Dan Wardell from IPTV also came in July.

Assistant Director: This month, Chris continued to work on the 4G backup internet issues. The cost is supposed to be \$20/month and this month we received a bill for \$109.82. Verizon claims we used "extra" data and would not provide any further details such as when this data was used. The 4G is not being used at all right now and we try to get a transfer mechanism set up where if the Mediacom goes down, the system automatically switches to the 4G. This service is not provided by other companies (in the same price range). We will continue to monitor this situation. Chris also created a promotional flyer for Central College students and updated the vertical files which contain travel guides and maps for the states bordering Iowa.

Director: I filed the Open Access, Enrich Iowa and ILL state reports, interviewed candidates for shelver (2 were hired), revised the Automatically Yours list, started weeding the 800s, and solicited bids for re-carpeting the Story Time room.

#### E. Upcoming events

- August 4 at 2:00 p.m.: **Baseball Card program** with local collector, Rich Martin. Suggested for ages K and up.
- August 8 at 10:30 a.m.: **Bubble and sidewalk chalk story time**. Everyone is welcome to attend. The program will be held outside, weather permitting.
- August 18 at 10:15 a.m.: **Genealogy Club** will meet in the Library Meeting Room.
- August 25 at 12:00 noon: The **Brown Bag Book Club** will discuss *Carry Me Across the Water* by Ethan Canin in the Library Meeting Room.
- The Fall Session of Story Time, Tot Time and Lap Sit will start the week of September 12.

- **Sign-up for LEGO Club** will begin on Monday, September 12. LEGO Club will be held October-April.

**X. Committee reports:** None

**XI. Adjournment:** President Rebecca Manifold adjourned the meeting at 4:44 p.m. The next regularly scheduled Board Meeting is scheduled for September 13, 2016 at 4 PM.