

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
October 11, 2016

I. Call To Order: President Rebecca Manifold called the meeting to order at 3:58 p.m. Board members present were: Rebecca Manifold, Jane Koogler, Rachel Sparks, Praveen Mohan, and Kenny Nedder. Library Director Wendy Street was present. John Evenhouse was excused.

II. Recognition of Visitors and Visitor Comments: There were no visitors or guests present.

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 September 2016 minutes prior to the meeting. Jane moved to approve the minutes with minor corrections Rachel seconded the motion. The minutes were unanimously approved.

V. Approval of Bills: All Board members received the October list of bills prior to the meeting. After some general discussion and questions regarding the monthly bills, Rebecca moved to approve the October bills. Praveen seconded the motion. The bills were unanimously approved.

VI. Unfinished Business:

- A. Fax Service – After discussion regarding the updated information, Rebecca moved to proceed with a 6-month trial. Praveen seconded the motion. The Board approved the 6-month fax service trial.

VII. New Business:

- A. Board Vacancy – The initial attempts to find applicants meeting the requirement for an outside city limits position have not been successful. It was decided to utilize the new ILS system and send out a notice on the open board position targeting residents outside the city limits.

VIII. President's Report and Announcements:

- A. Appoint a secretary – Kenny has been appointed secretary to replace the open office.

IX. Director's Report:

- A. Iowa Library Association conference
Chris, Katie and I are going to the Iowa Library Association conference in Dubuque this week. We will be gone Wednesday through Friday.
- B. Microfilm reader/printer
I plan to notify Naviant that we will not renew our maintenance contract on our microfilm reader/printer. It is my recommendation that we use our current machine until it needs major repair. We can decide at that time if we want to pursue a new machine.
- C. Building and grounds
SimplexGrinnell performed a fire alarm inspection on Sept. 13. They found one deficiency which our maintenance technician corrected.

New carpet was installed in the Story Time room on Sept. 29. We like it!
- D. Staff activities
Youth Services: Story Times have started and have had good attendance. LEGO clubs and the book club will start in October.

Assistant Director: Chris investigated options for updating our wireless printing technology, and solved a bandwidth issue that was causing our public computers and wireless to run slowly. He also began looking at computer inventory in preparation to receive this year's batch of new computers from the city.

Director: Along with Jane Koogler, I did two programs about the seed library. I also spoke to Rotary, worked on publicity for the Author Fair, continued weeding in the 900s, and worked with the Friends to order new magnets.

E. Upcoming events

- October 11 at 6:30 p.m.: **Night Time Drop-In LEGO®**. All ages are welcome to participate. Children need to have parent or caregiver with them while attending the program.
- October 11 at 7:00 p.m.: **L.E.M.M.I.N.G.S. Teen Group**. Students in 6th grade or higher are invited to our monthly program.
- October 14-October 23: **Friends of the Library Book Sale** in the Library Meeting Room. Books for all ages will be available for the donation of your choice. The book sale is restocked daily, so come early and come often!
- October 18 at 6:30 p.m.: **Family Fun Night** in the Story Time Room. Marion County Naturalist Marla Mertz will share information about animals in the fall. All ages are welcome.
- October 20 at 10:15 a.m.: **Genealogy Club** will meet in the Heritage Room.
- October 20 at 4:00 p.m.: **Book to Movie Club**. Book to Movie Club is for children in grades 2nd to 6th. This month the group will read *The BFG* by Roald Dahl. Copies of the book will be provided. Sign up is requested so the correct number of books can be ordered. Please sign up at the Circulation Desk.
- October 25 at 4:00 p.m.: **Girls Only LEGO® program**. Join us for LEGOs® and other activities. This is a Girls Only program for grades K to 6th grade. Sign up is suggested and limited to 25.
- Oct. 27 at 12:00 noon: The **Brown Bag Book Club** will discuss *Four Seasons in Rome* by Anthony Doerr.
- Oct. 29 from 1:00 to 3:00 p.m.: **Pella Author Fair** in the Library Meeting Room. The public is invited to meet and speak with a variety of local authors, as well as to buy books and have them signed by the authors. Support our local writers!
- November 5 at 10:30 a.m.: **Spanish Story Time**.
- November 7 at 7:00 p.m.: **Iowa's Hidden Treasures**. Dan Kaercher, retired editor of Midwest Living Magazine and Iowa Public Television host, will share what he has learned during his extensive travels about Iowa's best attractions.

X. Committee reports: The Policy Committee reviewed the Gifts & Donations Policy recommending a minor change to allow for donations to be used to add other materials to the collection. The Policy Committee also reviewed the Behavior in the Library Policy proposing minor change to prohibit the use of electronic or vapor cigarettes. Kenny moved to approve the recommended changes. Praveen seconded. The recommendations were unanimously approved.

XI. Adjournment: President Rebecca M adjourned the meeting at 4:38 p.m. The next regularly scheduled Board Meeting is scheduled for November 8th.