

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
November 8, 2016

I. Call To Order: President Rebecca Manifold called the meeting to order at 4:07 p.m. Board members present were: Rebecca Manifold, Jane Koogler, Rachel Sparks, John Evenhouse, Praveen Mohan, and Kenny Nedder. Library Director Wendy Street was present.

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 October 2016 minutes prior to the meeting. Praveen moved to approve the minutes with a minor correction. Rachel seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business:

- A. Board Vacancy (Alli Bogaard) – All Board members reviewed board candidate applications presented by Wendy. After a discussion of the potential strengths of each candidate using the scoring matrix as a guide, Rebecca motioned to recommend to the Mayor and Council Angela Adam serve the remainder of Alli's term. Jane seconded the motion and it carried.

VII. New Business:

- A. FY 2017/2018 Budget Planning – Wendy has not yet received the target number or any budget forms from City Hall. Wendy led a discussion regarding the potential needs of the library to be a consideration when preparing the budget.
 - a. The following CIP priorities were agreed upon:
 - i. Column mounted OPACs to access the online catalog from the stacks.
 - ii. Additional CD shelving unit to address overflow and children's CDs.
 - b. The following supplemental request priorities were agreed upon:
 - i. Replacement computers for public PCs.
 - ii. Increase our Hoopla budget to keep up with demand for this service.
 - iii. An additional part time staff position to help with children/teen programming.

VIII. President's Report and Announcements: The president did not have a report.

IX. Director's Report:

A. Change in renewals

An update to our circulation software allowed us to change the way our system handles renewals. If you renew within 3 days of the due date, the renewal will add an additional circulation period on to the original due date, not the date of renewal.

This means when you receive your courtesy notice, you can immediately renew your items without losing any of your original 2 weeks. We think everyone will like this feature.

B. Staff training day

The library will be closed all day on Friday, Dec. 9 for staff training. In the morning, State Law Librarian Mandy Easter and Library Consultant MaryAnn Mori will lead a workshop on "Dealing with difficult patrons." In the afternoon, we will work on shifting several collections to maximize shelf space. We will also have Schneider Chem-Dry cleaning chairs.

C. Winterim student

A Pella Christian student has asked to do her Winterim internship at the library. Winterim is a 7 day internship that gives students some “on the job” experience in a field that interests them. The dates are Jan 4-6 and Jan. 9-12. We are excited to introduce this student to the library profession.

D. Building and grounds

- FaxScan24 update: Once the phone line has been installed, we’ll get the equipment ordered.
- You may have noticed KLK digging and boring on library grounds in late October. They were installing conduit that will provide electrical service to the Casey’s being built south of the library. An unfortunate by-product of the boring was some settling of the parking spaces in the alley. Those spaces are currently closed because they are a trip hazard. The Electric Director has contacted KLK and asked them to remedy the situation.

E. Staff activities

Youth Services: We hosted a Family Fun Night on Oct. 18 with 14 kids and adults attending. Marla Mertz, Marion County Conservationist, led a program on how animals prepare for fall and winter. Girls LEGO Club had 6 attend with three women from Vermeer helping out.

Assistant Director: This month, Chris attended the Iowa Library Association conference, where he presented a breakout session on ‘Computer Networking in Libraries.’ He completed two performance evaluations and worked to resolve issues with scan-to-email on our photocopiers. He also oversaw a minor version upgrade of SirsiDynix Symphony.

Director: The State Library finally opened the annual report tool, so I was able to complete the state annual report in October. I also completed the ADA checklist and I finished weeding the adult nonfiction!

F. Media Plan

I recently read the e-book “Sticky and Easy” by Dr. Bob Leonard of KNIA/KRLS. The book is his advice to non-profits on how to get better media coverage for their events. One of his suggestions for library boards (Dr. Bob is on the board of the Knoxville Public Library) is to have an agenda item called “Media Plan.” This is an opportunity for the board to brainstorm ways the library board (not the library staff) can promote library programs and issues. The board discussed this topic and agreed it would be good have a similar media plan and review in future board meetings.

G. Upcoming events

- November 8 at 6:30 p.m.: **Night Time Drop In LEGO®**.
- November 9 at 3:00 p.m.: **Afternoon Movie**.
- November 15 at 4:00 p.m.: **Girls Only LEGO® program**.
- November 15, 22, and 29 at 6:30 p.m.: **Discover Moldova**. Exchange student Ana Cobzac will share about her country and its customs, and teach some of its beautiful language.
- November 17 at 10:15 a.m.: **Genealogy Club** will meet in the Meeting Room.
- November 17 at 12:00 noon: **Brown Bag Book Club** will discuss *Jane Eyre* by Charlotte Bronte.
- November 17 at 4:00 p.m.: **Kids Book Club** is for children in grades 2nd to 6th. This month the group will read *Best Christmas Pageant Ever* by Barbara Robinson.
- Holiday hours: The library will close at 5:00 p.m. on Wednesday, Nov. 23. The library will be closed all day on Thursday, Nov. 24 and Friday, Nov. 25. The library will be open regular hours (10:00 a.m. to 5:00 p.m.) on Saturday, Nov. 26.

X. Committee reports: There were no committee reports.

XI. Adjournment: President Rebecca Manifold adjourned the meeting at 5:16 p.m. The next regularly scheduled Board Meeting is scheduled for December 13th.