

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
December 13, 2016

I. Call To Order: President Rebecca Manifold called the meeting to order at 3:59 p.m. Board members present were: Rebecca Manifold, Jane Koogler, Rachel Sparks, John Evenhouse, and Angela Adam. Library Director Wendy Street was present. Praveen Mohan and Kenny Nedder were 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 November 2016 minutes prior to the meeting. Jane moved to approve the minutes. John 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, Rachel moved to approve the November bills. Jane seconded the motion. The bills were unanimously approved.

VI. Unfinished Business: There was no unfinished business.

VII. New Business:

A: FY 2017/2018 Budget: All Board members received the FY 2017/2018 Budget worksheet, overview, supplemental request form, and capital improvement program summary prepared by Wendy based on the target number from the City and prior discussion of CIP and supplemental needs, prior to the meeting. After some general discussion and questions regarding the budget, Rebecca moved to approve the budget, supplemental request for a part time library assistant position, and the additions of CD shelving, PC replacements, and tablet OPACs to the capital improvement program to be proposed to City Hall. Rachel seconded the motion. The budget was unanimously approved. Wendy will meet with the City Manager and City Finance Director during the week of January 9th. The Budget presentations to the City Council are scheduled for February 13th and 14th.

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

IX. Director's Report:

A: Staff training day

The library was closed all day on Friday, Dec. 9th for staff training. In the morning, State Law Librarian Mandy Easter and Library Consultant MaryAnn Mori led a workshop on "Dealing with difficult patrons". In the afternoon, we shifted several collections to maximize shelf space: adult books on tape have been removed, more space for books on CDs for adults, DVD's were shifted. We also had a fire extinguisher training. Schneider Chem-Dry was here to clean chairs and a plan was created to rotate chairs to clean yearly. The Friends of the Library provided lunch for the library staff.

B: Friends of the Library budget

The Friends of the Library board approved a 2017 budget at their December meeting. The Friends' budget includes \$3,000 for the library collection, which we will use for additional Launchpads, or hoopla if necessary. It also includes \$5,000 for Capital items, which we plan to use to replace one of our Early Literacy stations, or for CD shelving if that doesn't make it through the city budget. FYI, the Friends also pay for Tumblebooks, our movie license, the maintenance on the aviary, prizes for the Summer Reading Program, advertising, the magnets we hand out, and any speaker fees or other program expenses.

C: Building and grounds

- FaxScan 24 update: the fax line was installed 12/1/16, and the equipment ordered 12/2/16. We expect it to arrive in about 2 weeks.
- Alley settling update: grinding was done by KLK on 12/5/16 to eliminate the trip hazard.

- The washer/dryer unit was ordered in November and should be delivered in December. The Friends of the Library will pay for it.

D: Staff activities

Youth Services: Katie attended the Summer Reading Program Workshop on November 17th. The Book Club has meet twice and the kids attending are enjoying the titles. Holiday Story Time will be held on December 12th, 13th, and an evening time on December 15th.

Assistant Director: Chris organized staff training for the new Bridges web site and upgraded all the computers to the latest version of Symantec Endpoint Protection (antivirus). He also re-built two public computers, and began working again on the vertical files in the Heritage Room. He also gave a webinar on NCompass Live (the Nebraska Library Commission's webinar series) on "Computer Networking in Libraries".

Director: Most of my time this month was spent on preparing the budget, but I also provided an orientation for our new board member, weeded the Religious fiction, planned a series of adult programs, and worked with the Friends of the Library on their budget.

E: Upcoming events

- December 5, 12, and 19 at 10:00am: **Sociable Seniors**. Local seniors are invited to meet in the Meeting Room for coffee and conversation.
- December 12 and 13 at 10:30am: **Holiday Story Time**. Join us for stories, songs, and simple craft. All ages are welcome for this special Holiday Story Time.
- December 13 from 6:00-7:00pm: **Night Time Drop In LEGO**. All ages are welcome to participate. Children need to have parent or caregiver with them while attending program.
- December 14 at 3:00pm: **Afternoon Movie**. Join us to watch a movie on the big screen in the meeting room. Please remember children under the age of 5 need a mature person watching the movie with them and children under the age of 8 need a mature person in the library during the program.
- December 15 at 6:00pm: **Holiday Story Time**. Join us for stories, songs, and simple craft. All ages are welcome for this special Holiday Story Time.
- December 20 at 4:00pm: **Girls LEGO Club** for girls in grade K and up. No sign up is needed.
- The Winter Session of Story Time, Tot Time, and Lap Sit will start the week of January 9th, 2017.
- We will have **Culture Nights** beginning in January. Each month, a native of another country will present food, fun, and facts about their country.
 - January 9: China – Chia Ning
 - February 20: Brazil – Jenny Stienstra
 - March 13: India – Suresh Sethuraghavan
 - April 10: Mexico – Carlos Cervantes
 - May 15: Russia – Elena Vishnevskaya

X. Media Plan: General discussion on upcoming events and review of promoting Library events to other patrons. The Library's Facebook page using events and photo advertisement has been helpful to share with other Facebook users to view.

XI. Committee Reports: The governance/policy committee reviewed the Board of Trustees Ethics Policy, Conflict of Interest Statement, and Ethics Statement. The proposed revisions were to have the Trustees sign the Conflict of Interest Statement annually in July when each new term begins and to revise the Ethics Statement to replicate the statement from United for Libraries: The Association of Library Trustees, Advocates, Friends, and Foundations resource guide. Each Board member received a copy of the proposed revisions prior to the meeting. After general discussion, Rebecca moved to approve the proposed revisions. Jane seconded the motion. The policy revisions were unanimously approved.

XII. Adjournment: President Rebecca Manifold adjourned the meeting at 4:51 p.m. The next regularly scheduled Board Meeting is scheduled for January 10th, 2017 at 4:00pm.