

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
August 8, 2017

**I. Call To Order:** President Praveen Mohan called the meeting to order at 4:00 p.m. Board members present were: Verlan Den Adel, John Evenhouse, Jane Koogler, Praveen Mohan, Kenny Nedder, and Rachel Sparks. Library Director Wendy Street was present. Angela Adam was excused.

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

**III. Approval of Agenda:** There were no changes to the agenda. The agenda stood as presented.

**IV. Disposition of Minutes:** All Board members received the July 2017 minutes prior to the meeting. Jane moved to approve the minutes as amended. Kenny seconded the motion. The minutes were unanimously approved.

**V. Approval of Bills:** All Board members received the August list of bills prior to the meeting. After a brief discussion and questions regarding the bills, Kenny moved to approve the August bills. Rachel seconded the motion. The bills were unanimously approved.

**VI. Unfinished Business:** There was no unfinished business.

**VII. New Business:**

- A. **Adopt the Holiday Schedule** – Wendy presented the proposed holiday schedule for 2018. After discussion regarding specific dates, the schedule was approved as presented.
- B. **Review of Collection Agency Statistics** – There was a brief discussion around the importance of having the service and it pays for itself. Other library's methods were also discussed. No changes were proposed.
- C. **Set Policy for Library Card Sign-up Month** – Wendy reviewed the policy from previous years that provides ½ priced card replacements during the month of September. John motioned to continue the policy. Jane seconded. The motion passed as presented.
- D. **County Wide Trustee Training** – Wendy reviewed the trustee training that will be held on Thursday, September 14<sup>th</sup> and hosted in Knoxville. The topic will be "Designing a People-focused Library."

**VIII. President's Report and Announcements:**

- A. **Committee Assignments** – Praveen presented the new committee assignments as follows:
  - Personnel/Nominating: Angela, Jane, and Rachel
  - Governance/Policy: John, Verlan, and Kenny
- B. **Library Journal Survey on Benchmarking Basic Library Board Demographics and Procedures** – Praveen reviewed the survey he took on behalf of the board of trustees. He will share results when they are compiled.
- C. **Board Support for Wendy** – Praveen opened a discussion on additional ways the board could support Wendy. Discussed was the continued need around advocacy for the library and navigating budgeting around new pay-per-use services like Hoopla. The board agreed to have an additional discussion on Hoopla during the October or November meeting.

**IX. Director's Report:**

- A. **Summer Reading Programs:**

We are wrapping up the children's programs and will have complete statistics next month. We handed out more logs this year, but awarded fewer prizes in the children's programs. In the teen program, 75 teens read 240,225 pages. In the adult program, we had 424 entries, compared to 353 last year.

**B. Statistics:**

- FaxScan24: 9 faxes were sent in July.
- Mobile print service: 10 different users sent 41 jobs totaling 82 pages.

**C. Pleasantville's Open Access Status:**

Wendy reviewed her discussions regarding this situation. As of July 27, Pleasantville was still not in compliance. At this point in time, we will not jeopardize Pella's open access status, however we may not be reimbursed if we continue to serve the Pleasantville community while they continue to work towards becoming compliant. Kenny motioned to continue to serving Pleasantville library patrons via open access and assess their status again during the November board meeting to allow them more time to resolve their status. Jane seconded the motion. The motion passed as presented.

**D. County-wide Trustee Training:**

This is scheduled for Thursday, Sept 14 at 6:00 p.m. at the Knoxville Public Library. After a light supper, Maryann Mori from the State Library of Iowa will present on the topic "Designing a people-focused library."

**E. CIP Projects:**

- Chris is obtaining quotes for new public computers and tablet OPACs
- I'm working on quotes for the meeting room remodel. We are considering flooring other than carpet.

**F. Building and Grounds:**

Halvorson Trane repaired the three leaks and recharged the system. The bill is included on this month's list of bills (\$3,361.00).

**G. Upcoming Events:**

- August 17 at 7:00 p.m.: **Genealogy Club** will meet in the Library Meeting Room.
- August 31 at 12:00 noon: **The Brown Bag Book Club** will discuss A Quilted Legacy by David Freligh in the Library Meeting Room.

**X. Committee reports:** There were no committee reports.

**XI. Adjournment:** Secretary Kenny Nedder adjourned the meeting at 5:15 p.m. The next regularly scheduled Board Meeting is scheduled for September 12, 2017.