

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
December 12, 2017

**I. Call To Order:** President Praveen Mohan called the meeting to order at 3:59 p.m. Board members present were: Angela Adam, John Evenhouse, Verlan Den Adel, Jane Koogler, Praveen Mohan, and Rachel Sparks. Library Director Wendy Street was present. Kenny Nedder 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 November 2017 minutes prior to the meeting. Jane moved to approve the minutes as written. Verlan seconded the motion. The minutes were unanimously approved.

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

**VI. Unfinished Business:**

- a. Pleasantville's Open Access status – Wendy sent a letter to the Pleasantville resident users by mail and email regarding their change in open access status resulting in their current card expiring end of December and a fee to get a new yearly card. Feedback received was understanding.

**VII. New Business:**

- a. FY2017/18 Budget – All Board members received the FY 2017/18 Budget prior to the meeting. After a brief discussion, John moved to approve the budget as prepared. Jane seconded the motion. The budget was unanimously approved.

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

- a. Praveen informed the Board that the Sioux Center Public Library Board President contacted our Library regarding LGBTQ collection statistics for our collection. Wendy sent our collection totals based on category. No response has been received.
- b. Praveen asked about timing of employee reviews. Employee reviews are done on the employee's anniversary hire date.

**IX. Director's Report:**

- a. New Plan for Service – Our current Plan for Service ends in June, so we need to begin work on a new strategic plan. We have several options for gathering community input:
  - Go through the "Planning for Results" process, moderated by State Library staff. The Planning for Results process consists of a meeting with the Library Board, an evening of community focus groups, and a second meeting with the Library Board. It takes about 4 months to go all the way through this process.
  - Conduct our own focus groups by going out into the community to meet with selected groups, i.e. residents of Vriendschaap Village, Kiwanis, etc.
  - Request input through a targeted display in the Library.
  - Use the results of our 2016 survey, supplemented with suggestions from our suggestion box.

Because this piece of the new plan will be time-consuming, I would like direction as to how you would like to proceed.

Board discussed coming up with a 3 year plan and to review the 2016 survey results to start.

- b. Statistics
  - FaxScan24: 10 faxes sent
  - Mobile print service: 15 users sent 36 jobs totaling 111 pages
  - Hoopla:
    - i. 356 total circs borrowed by 154 patrons
    - ii. Average of 2.2 circs per patron
    - iii. 80 patrons used all 3 checkouts
    - iv. Average price per circulation: \$2.20
    - v. 38 patrons were blocked by the budget cap
- c. Staff in-service day – The Library will be closed on Friday, December 8 for our annual staff in-service day. We will have training on the “Books and Authors” database in the morning and spend the afternoon working on a variety of shifting and other projects. The Friends of the Library will provide lunch.
- d. Building and grounds – 55 chairs in the public areas of the Library will be cleaned on Dec. 8<sup>th</sup>.
- e. Net Neutrality – Wendy reminded the Board members of her previously sent email regarding net neutrality and to contact our Legislators before the upcoming vote.
- f. Upcoming events
  - December 12<sup>th</sup> at 6:30 p.m.: **Adult coloring**. Take a break from holiday preparations for a stress-busting evening of coloring for adults. Learn how to make a small gift box from coloring pages. The Library will provide coloring supplies, or you may bring your own.
  - December 13<sup>th</sup> at 3:00 p.m.: **Early Out Movie**. Please join us to watch a movie on the big screen in the meeting room. 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 18<sup>th</sup> and 19<sup>th</sup> at 10:30 a.m.: **Holiday Story Time**. Join us for stories, songs, and a simple craft. All ages are welcome.
  - December 19<sup>th</sup> at 6:00 p.m.: **Family Night...Holiday Story Time**. Join us for stories, songs, and a simple craft. All ages are welcome.
  - December 29<sup>th</sup> at 1:00 p.m.: **Break-Out Box Teen Program** for teens in grades 5 to 12. Find out if you can break the locks and escape!
- g. Wendy taking vacation beginning of January. Board packets will be available Monday before meeting.
- h. We may have a visitor from the Friends of the Library at monthly meetings. Wendy will suggest they attend so they understand how the Library operates and what the Board oversees.
- i. Wendy will include some nationwide statistics for next month’s discussion.

#### **X. Committee reports:**

- a. Governance & Policy: Board members received revisions to the Circulation Policies and the Fines & Fees Policy prior to the Board meeting. After general discussion of the proposed revisions, Verland moved to approve the revisions. John seconded the motion. The motion was unanimously approved.

**XI. Adjournment:** President Praveen Mohan adjourned the meeting at 5:14 p.m. The next regularly scheduled Board Meeting is scheduled for January 9, 2018.