

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
Tuesday, February 8, 2011

I. Call To Order:

The regular meeting of the Pella Public Library Board of Trustees was called to order at 4:00 pm on Tuesday, February 8, 2011, by President Jeff Sajdak. Board members present were Sarah Cottington, Joan VanHal, Paul Scott, and Bryce Dahm. Library Director, Wendy Street, was also present. Lori Fredrickson arrived 5 minutes late, with notice. Sarah Cottington filled in as Secretary until her arrival. Grace Edouard was absent with notice (see President's Report below).

II. Recognition of Visitors and Visitor Comments:

No visitors or comments

III. Approval of Agenda:

Bryce moved to approve the agenda. Paul seconded the motion. The Agenda was unanimously approved.

IV. Disposition of Minutes:

Joan moved to approve the January 2011 Board minutes. Bryce seconded the motion. The Minutes were unanimously approved.

V. Approval of Bills:

Wendy presented the February bills. Paul moved to approve the bills. Joan seconded the motion. The bills were unanimously approved.

VI. Unfinished Business:

Bryce Dahm, who was absent at the last meeting, signed his Ethics/Conflict of Interest statement.

VII. New Business:

A trustee training video on the advocacy roll of the library trustee will be watched after the meeting tonight.

VIII. President's Report:

Grace Edouard's family has relocated to Michigan necessitating her resignation from the Board. Discussion ensued on how to go about recommending a replacement for her to the Mayor. Grace had only

recently begun her term (June 2010) and Wendy still had the other applications for the position on-hand. It was agreed that the Board would look over the top three candidates from then and vote. The top three candidates were:

Jane Koogler
Kathy Peterson
Puja Kasariya

After refreshing our memories regarding these candidates, a vote was taken. The Board unanimously agreed to recommend Puja Kasariya to the Mayor to fill out Grace's term. (Jane Koogler was 2nd, and Kathy Peterson was 3rd choice).

IX. Director's Report:

- a. Wendy passed around a sign-up sheet for "Read Across America." This will be March 2, and a chair will be placed in the Library for interested parties to read in ½ hour shifts.
- b. The Library has fewer tax forms available than usual due to the lateness of passage of the Federal tax bill. Wendy reports that complaints have been few since many people file on-line.
- c. Wendy reported that the winter reading programs for adults—*There's Snow Better Time to Read*--and children—*Books Are Cool*—are ongoing.
- d. All City departments will present budgets to the City Council in one evening (Feb. 8) rather than two. Wendy will present the Library's budget.
- e. Marion County statistics on the number of books checked out of each county library by rural residents indicates that only the Pella Library had an increase over the 2009. This should get us a little larger allotment of county monies. County librarians are scheduled to meet with the Board of Supervisors on Feb. 14 at 9:30.
- f. Wendy had an Alliant energy audit on the Library building on January 21. The auditor made a few suggestions (which are in Wendy's written report). They will be considered for implementation as need arises and if economically advantageous.
- g. Staff has been brainstorming ways to increase circulation. One idea (which is already stated in the 3-year Plan For Service) is offering optional one week check-out of DVD's and videos for a \$1.00 charge. Paul moved to provide this option. Lori seconded the motion. A vote was taken with Paul, Lori, Sarah, Joan and in favor of the move and Bryce opposed. Jeff, as president, abstained. The motion passed.
Another proposal to allow the current issue of monthly magazines to be checked out was discussed and rejected as not in patron's best interest.
- h. Wendy reported that the City has hired a firm to redesign its website and Sara is on the committee that is working with the firm. Sara's reports are very positive. Our website will slowly be moved from the State Library's site to the City's site.

One of the City's eventual goals is for all departments to have an online bill payment option. For us this would mostly entail fines. Sara has investigated

software that would give us this capability and the cost is at least \$8,500. Additionally, bank charges would have to be considered. This is only in the early, developmental stages.

- i. Our State funding for this year totaled \$11,619.26 (about \$2,000.00 less than last year). Next month Wendy will report on how much money is already spent or encumbered and present ideas on how to spend the remainder.
- j. Wendy reported on an extensive list of upcoming events.

X. Committee Reports:

Changes to the internet use policy were presented. Most changes were due to the Library's new reservation system. Joan moved to accept the revised policy. Bryce seconded the motion. The new policy was unanimously approved.

The first page of the four page Meeting Room Policy was presented with one change-- "*Reservation requests may be rejected at the discretion of the Library director, such decisions may be appealed to the Library Board of Trustees*" was added to address Wendy's concerns about taking checks from patrons who have been turned over to collections for what they owe the Library. Sarah moved to accept the change to the Meeting Room Policy. Paul seconded the motion. The change was unanimously approved.

XI. Adjournment:

The meeting was adjourned at 5:20 p.m. All trustees remained to watch the trustee education video. The next regular meeting of the Library Board of Trustees will be Tuesday, March 8,