

PELLA PUBLIC LIBRARY  
Board of Trustees Meeting  
July 12, 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, July 12, 2011, by President Jeff Sajdak. Board members present were Joan Van Hal, Bryce Dahm, Sarah Cottingham, Mary Barnes and Rebecca Manifold. Library Director, Wendy Street was also present.

II. Welcome New Board Members:

President Sajdak welcomed the new board members Mary Barnes and Rebecca Manifold. The rest of the board members introduced themselves.

III. Recognition of Visitors and Visitor Comments:

No visitors were present.

IV. Approval of Agenda:

Bryce moved to approve the agenda as presented. Joan seconded the motion. The motion was unanimously approved.

V. Minutes:

All Board members had received the June minutes prior to the meeting. Joan moved to approve the minutes. Rebecca seconded the motion. The June minutes were unanimously approved.

VI. Approval of Bills:

Wendy instructed the board members to cross off the line item of Bowker, as the library has not yet received an actual invoice yet. After some general questions regarding the monthly bills, Bryce moved to approve the bills. Sarah seconded the motion. The bills were unanimously approved.

VII. Unfinished Business:

- a. County Representative: A board member - one "at-large" who lives outside the city limits, but within the Pella Community School District. Dr. Bob Leonard had been considered in June for the "at large" position. However, Dr. Bob Leonard does not live within the Pella Community School District. A consideration to keep in mind is that effective January, 2012 the state of Iowa will require all public boards to be gender balanced. For our board this means the open "at-large" position should be filled by man if possible. Wendy clarified that we do have until January, 2012 so the position could be filled by a woman if needed. Strategies to recruit for the open position were discussed. Wendy will send out a press release to local media outlets one of which being KNIA/KRLS who will likely place the news for free on the radio.

### VIII. New Business:

- a. Election of Officers: The following slate of officers were elected:  
President: Jeff Sajdak; Vice President: Joan Van Hal; and Secretary: Sarah Cottington
- b. Progress Report on Plan for Service, including Space Needs Assessment:  
For the Board's information, Wendy presented a progress report on the Plan for Service. In FY10/11, we achieved 11 objectives, failed to achieve 3 objectives, and don't have final numbers yet on 1 objective. Highlights included increased use of internet. The new reservation system to allow patrons to more efficiently utilize the internet has been wonderful. Also while the adult programs attendance has been down as discussed above, the children's program attendance has greatly increase; however this is due in part to having two 'Dan Wardell' from PBS programs in the same fiscal year. Discussion was held about the drop in adult programs regarding timing of the programs and subject matter of the programs. Wendy presented the Space Needs Assessment which she completed based on moderate standard calculations and excellent standard calculations. With a 20 year projection, at moderate standard calculations, the library's collection could stay the same and not grow. With a 20 year projection, at excellent standard calculations, the building square footage would need to increase by 11,000 square feet.
- c. Annual statistics: Wendy presented the current annual statistics. Some of the downward trends from the past few years have reversed. There has been an increase in the circulation of magazines, board books, and cake pans.

### IX. President's Report and Announcements:

At next month's meeting, Jeff will be assigning board members to subcommittees.

### X. Director's Report:

- a. Legislation news: State funding for libraries will be cut for next year. A bill passed that allows libraries to give their discarded materials to their Friends groups for book sales. The language requiring libraries to have a policy regarding R rated movies was stripped from the budget bill. The Iowa Workforce Development office situation is still in limbo.
- b. Meeting room reservation software: The Friends of the Library have purchased software for us that will allow patrons to reserve the meeting room online.
- c. New Sharon Library and Open Access Agreement: Wendy talked with the New Sharon Library Director today and the director promised to complete the open access agreement and turn it in to the state. This means our library could continue to serve New Sharon residents.
- d. Wendy's vacation: Is scheduled for August 15-19. Sara Scheib will be in charge at the library in her absence.
- f. Wendy reported on upcoming events.

XI. Committee Reports:

Nothing to report.

Jeff made note of the updated Board Member Contact Information sheet which was provided to each board member.

XII. Adjournment:

The meeting was adjourned at 5:16 p.m. The next regular meeting of the Library Board of Trustees will be Tuesday, August 9, 2011 at 4:00 pm.