

PELLA PUBLIC LIBRARY  
Board of Trustees Meeting  
August 9, 2011

I. Call To Order:

The regular meeting of the Pella Public Library Board of Trustees was called to order at 4:00 p.m. on Tuesday, August 9, 2011, by President Jeff Sajdak. Board members present were Joan Van Hal, Bryce Dahm, Mary Barnes and Rebecca Manifold. Library Director, Wendy Street was also present.

II. Appoint a substitute secretary:

Wendy volunteered to take minutes.

III. Recognition of Visitors and Visitor Comments:

No visitors were present.

IV. Approval of Agenda:

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

V. Minutes:

All Board members had received the July minutes prior to the meeting. Jeff pointed out one correction: under New Business, the slate of candidates was elected not presented. Joan moved to approve the minutes as corrected. Rebecca seconded the motion. The July minutes were unanimously approved.

VI. Approval of Bills:

After some general questions regarding the monthly bills, Bryce moved to approve the bills. Joan seconded the motion. The bills were unanimously approved.

VII. Unfinished Business:

- a. County Representative: Two candidates were discussed to fill the vacant "at-large" position. Bryce made the motion to recommend to the Mayor Jeff Siewert to fill the vacant position. Rebecca seconded the motion. It was unanimously approved. Wendy will forward the Board's recommendation to the Mayor for his approval.

VIII. New Business

There was no new business.

IX. President's Report and Announcements:

Jeff appointed Sarah, Rebecca and Mary to the Governance/Policy committee, and Bryce, Joan and Jeff Siewert to the Personnel/Nominating committee.

## X. Director's Report:

### a. Summer Reading programs

The summer reading programs officially ended on July 30. Wendy reported on some statistics and indicated that there will be a more complete report next month.

### b. Iowa Workforce Development

IWD is moving forward with their plan to eliminate local offices and install computer equipment in public libraries. We have not received a proposal or any information from our local office or by the main office in Des Moines.

### c. New Sharon and Open Access

New Sharon signed the Open Access contract for 2011/12, so we will be able to continue serving their residents.

### d. Meeting room scheduling software

The meeting room scheduling software is set up and will be introduced to the public in September. The Policy committee needs to make a few adjustments to the Meeting Room Policy.

### e. Shelver position

Katie is working on preliminary interviews, and hopes to do in-person interviews the week of Aug. 15.

### f. Annual report

Wendy presented the 2010/11 annual report.

### g. OPAC upgrade

Sara is working with our vendor and the staff at Central to upgrade and refresh the interface to the online catalog. There will be a few more changes to the way the pages look and how the information is displayed.

### h. Library Card Sign-Up Month

September is "Library Card Sign-Up Month," and the library staff would like to once again offer half-price replacement library cards. Rebecca made the motion to offer half-price library cards in September; Mary seconded the motion. It was unanimously approved.

### i. Collection Agency Statistics

Wendy presented two statistical reports from our collection agency. The library has been using a collection agency since August of 2004 and has turned over a total of 121 accounts to them, totaling \$12,031. They have collected on 20 of those accounts, totaling \$1,561.75.

### j. Vacation

Wendy reminded the board that she will be on vacation Aug. 12-19. Sara Scheib will be in charge at the library in her absence.

### k. Wendy reported on upcoming events.

XI. Committee Reports:

No reports.

XII. Adjournment:

The meeting was adjourned at 4:40 p.m. The next regular meeting of the Library Board of Trustees will be Tuesday, September 13, 2011 at 4:00 pm.