

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
September 13, 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, September 13, 2011, by President Jeff Sajdak. Board members present were Joan Van Hal, Bryce Dahm, Sarah Cottington, Mary Barnes and Rebecca Manifold. Library Director, Wendy Street was also present. Board member Jeff Siewert was absent.

II. Welcome New Board Member:

President Sajdak gave notice to the rest of the board and welcomed the new board member, Jeff Siewert. However, Mr. Siewert was unable to attend this meeting.

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 August minutes prior to the meeting. The August minutes were unanimously approved.

VI. Approval of Bills:

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

VII. Unfinished Business:

There was no Unfinished Business.

VIII. President's Report and Announcements:

The President had nothing to report.

IX. New Business:

Wendy provided an updated Board Member Contact Information Sheet to each member. The information was reviewed.

X. Director's Report

A. Aug. 27 incident – Discussion was held regarding the events of August 27th. The Library closed; however, the front door was not locked. A watchful community member notified the police that the door was open and people were going in and out. There has been nothing reported stolen. The two staff members responsible were disciplined. In addition, we have added a step to our closing procedure to require ALL staff members present at closing time to meet at the front doors to verify that they are locked before anyone leaves the building.

B. Summer Reading program wrap up – Katie submitted a report regarding the Summer Reading Program Wrap-Up and was provided to each Board member.

C. Iowa Workforce Development proposal - Wendy attended a meeting last week regarding IA Workforce Development. The Pella office has closed. They have created a portal access for people to access the IA Workforce Dev website -the portal has “helps” built in. There may be an access point at Crossroads, but the closest office would be Ottumwa.

The Library has three options:

1. Accept a “repurposed” computer from them installed with their interface software, install it in our library and make it available to their clients. IWD would maintain the hardware and software. The computer would be dedicated to IWD (users couldn't access any other internet sites) and there would be no time limit for users on that computer.
2. Allow IWD to install an icon (shortcut) on the desktop of one or more of our existing public computers. Library users could access the IWD interface from any computer with the shortcut installed, but would be limited by our reservation system.
3. A combination of 1&2.
4. Choose not to be an access point. Users could still access the IWD website as they do now, e.g. without the new interface.

With the above options presented, the Library Board of Trustees voted on which option to pursue. Bryce made a motion to approve Option #1. Rebecca seconded the motion. The motion was unanimously approved.

D. Meeting room reservation software – Online reservations for the meeting room are now available to the public, and several people have used it. We want to work with meeting room reservations for awhile before we introduce the study room reservations.

E. Personnel items - Shelver: Katie Van Haaften's last day was Aug. 19. Michelle Heredia is our new shelver. She started on Sept. 6. Michelle is a junior at Pella High School. Sara Scheib is no longer living in Pella. She is commuting from North Liberty.

F. Evaluation from City Manager – Wendy received an “exceeds expectations” on her review from the City Manager, and a 3% salary increase.

G. Revised annual reports - The finalized version of the “At a Glance” annual report was provided to each Board member.

H. Reading Therapy dog - Stewart, our reading therapy dog for the past few years, passed away in August. His owner plans to get another dog, but it will be awhile before we are able to offer this service again.

I. School visits - All the second grade classes from Pella Community schools visited us on September 7th and 8th.

J. Upcoming events -

- September 13 at 6:30 p.m.: Evening Story Time: Kids and parents join us for an evening story time with stories, songs and small craft. Story time is suggested for ages 3 and up.
- September 15 at 10:15 a.m.: Genealogy Club.

XI. Committee reports

A. Meeting room policy revision - Bryce made a motion to approve the policy with proposed revisions. Joan seconded the motion. The motion was unanimously approved.

B. Library Use policy revision - Sarah made a motion to approve the policy with proposed revisions. Joan seconded the motion. The motion was unanimously approved.

XII. Adjournment

The meeting was adjourned at 4:54 p.m. The next regular meeting of the Library Board of Trustees will be October 11, 2011 at 4:00 p.m. (in the Heritage Room)

XIII. DVD training segment: Membership

Members of the Library Board of Trustees viewed the Membership Training DVD.