

**PELLA PUBLIC LIBRARY  
Board of Trustees Meeting  
October 11, 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, October 11, 2011, by President Jeff Sajdak. Board members present were: Jeff Siewert, Joan Van Hal, Bryce Dahm, Sarah Cottingham, Mary Barnes and Rebecca Manifold. Library Director, Wendy Street was also present.

II. Welcome New Board Member:

President Sajdak welcomed the new board member, Jeff Siewert.

III. Recognition of Visitors and Visitor Comments:

Visitors arrived - Kelvin Bokhoven and Brenda Ver Steeg

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 September minutes prior to the meeting. Joan mad a motion to approve the minutes as presented. Mary seconded the motion. The September minutes were unanimously approved.

VI. Approval of Bills:

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

VII. Unfinished Business:

There was no Unfinished Business.

VIII. New Business:

A. 2012 Holiday Hours – The Holiday Schedule for 2012 was discussed. Discussion was then held with visitors - Kelvin Bokhoven and Brenda Ver Steeg regarding Tulip Time and whether the library bathrooms would be open to the public. The visitors are from the Tulip Time Steering Committee and would like to make the request that the library bathrooms be open to the public past the library's open hours. In past years, library bathrooms had been open to the public during Tulip Time even after library hours. However, for the past two years the library bathrooms have been closed when

the library is closed due to vandalism. Request was made by the Library Board members to post a volunteer attendant arranged by the Tulip Time Steering Committee by the library bathrooms. Another consideration was to whether the Tulip Time Liability Insurance would pertain and cover the library bathrooms if there were any vandalism. Mr. Bokhoven said that he would look into both of these requests and provide information back to the Library Board Members. At this point in the meeting, the visitors left.

Discussion continued on the rest of 2012 Holiday Hours. Rebecca made a motion to approve the draft of the 2012 Holiday Hours and Sarah seconded the motion. Discussion then held on the draft with amendments:

- Jan 2 to be closed. Joan motioned to approve this and Sarah seconded this motion.
- Dec 23 to be closed. Mary motioned to approve this and Joan seconded this motion.
- Approved the library hours surrounding Tulip Time. – The discussion surrounding the library's bathrooms was tabled.

President Jeff Sajdak asked for a vote to approve the amended holiday schedule. The amended holiday schedule was unanimously approved.

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

The President had nothing to report.

#### X. Director's Report

A. ILA conference - Katie and Wendy will be in Council Bluffs Oct. 12-14 for the Iowa Library Association conference. Sara will be in charge of the library in Wendy's absence. If necessary, Wendy can be reached at 641-230-0067.

B. Iowa Workforce Development Proposal - Wendy contacted IWD immediately after our last meeting. They installed a computer on Sept. 30. They will also supply an office chair, although it hasn't arrived yet. They also installed two computers at Crossroads and have scheduled an installation at Central College on Oct. 10.

C. Study room scheduling - We introduced online reservations for our study rooms on Sept. 21. Not many people are taking advantage of it yet. We did have requests for this service, so Wendy thinks it will catch on eventually.

D. OPAC upgrade - On Sept. 25, we introduced a new look to our online catalog. The main search screen is much cleaner, with a new color scheme and helpful links. Sara worked with the staff at Geisler Library and our library system vendor to coordinate the new look.

#### E. Upcoming events –

- Oct. 7-15: **Friends of the Library Book Sale.** Books for all ages will be available for the donation of your choice. The book sale is restocked daily.
- Oct. 11 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.
- Oct. 18 at 7:00 p.m.: **L.E.M.M.I.N.G.S.** Teen Advisory Board: Any students in 6th grade and higher are welcome to join us for monthly program.
- October 20 at 10:15 a.m.: **Genealogy Class:** Using Family Search and HeritageQuest
- Oct. 25 at 4:00 p.m.: **Stories and More:** Students in PreK – 5th grade are welcome to join us for stories and make a small craft. No sign up is necessary.
- Oct. 28 at 12:00 noon: The **Brown Bag Book Club** will discuss *The Europeans* by Henry James.

#### XI. Committee reports

A. Governance/Policy Committee- The committee reviewed the Bylaws and the Sex Offenders policies. There were no revisions or edits to either policy.

#### XII. Adjournment

The meeting was adjourned at 4:54 p.m. The next regular meeting of the Library Board of Trustees will be November 8, 2011 at 4:00 p.m.

#### XIII. DVD training segment: Membership

Members of the Library Board of Trustees viewed the Membership Training DVD segment: Relationships (9.5 minutes).