

**PELLA PUBLIC LIBRARY
Board of Trustees Meeting
December 13, 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, December 13, 2011, by President Jeff Sajdak. Board members present were: Jeff Siewert, Joan Van Hal, Bryce Dahm, Mary Barnes, Rebecca Manifold, and Sarah Cottington who joined the meeting at 4:05 p.m. Library Director, Wendy Street was also present.

II. Recognition of Visitors and Visitor Comments:

There were no visitors present or visitor comments to recognize.

III. Approval of Agenda:

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

IV. Disposition of Minutes:

All Board members received November minutes prior to the meeting. Mary made a motion to approve the minutes as presented. Rebecca seconded the motion. The November minutes were unanimously approved.

V. Approval of Bills:

After some general discussion and questions regarding the monthly bills, Bryce moved to approve the November Bills. Mary seconded the motion. The bills were unanimously approved.

VI. Unfinished Business:

A. Tulip Time: Wendy emailed Kelvin Bokhoven regarding the library's bathrooms being closed at Tulip Time, but has not received any additional information from him.

VII. New Business:

A. FY12/13 Budget: Discussion held regarding the anticipated budget for FY2012/2013. A Supplemental Request Form has been submitted in addition to the proposed budget to request to hire a cleaning service to meet the library's janitorial needs. The library's custodian will be utilized elsewhere in the city. Summary and explanation of this request was provided to the Board. After much discussion, Sarah moved to approve the budget as proposed. Joan seconded the motion. The motion was unanimously approved. Wendy will meet with the City Manager and then present the budget to the City Council.

VIII. President's Report and Announcements:

The President had nothing to report.

IX. Director's Report:

A. Assistant Director Search: Wendy conducted 6 phone interviews and has selected 3 finalists. We have interviews scheduled with three finalists during the next couple of weeks. Wendy asked if board members were interested in sitting in on part of one or more of the interviews.

B. Staff in-service day: Maryanne Mori from the State Library conducted a morning training session on the A to Z databases. The Friends of the Library provided lunch. In the afternoon, fire extinguisher

training was held, training on the meeting room scheduling software, and work completed on shifting in the Religious Fiction and general Fiction shelves.

C. Website Statistics: With the recent changes to the website, it is considerably more difficult to obtain the statistics traditionally reported on the monthly statistics summary. The board members discussed which statistics they felt were valuable.

D. Wendy's vacation: Depending on the progress in hiring the new Assistant Director, Wendy would like to schedule vacation between Christmas and New Year's. She will be in town and available if necessary.

E. Upcoming events

- December 12 at 6 p.m.: L.E.M.M.I.N.G.S. Teen Advisory Board. Any students in 6th grade and higher are welcome. We will decorate cookies.
- December 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.
- December 19 and 20 at 10:30 a.m.: Holiday Story Time. Join us for holiday stories and a small craft. All ages are welcome.
- December 27 at 4:00 p.m.: Stories and More. Students in PreK- 5th grade are welcome to join us for stories and a small craft. No sign up is necessary.

X. Committee reports: The committees did not have anything to report.

XI. Adjournment

The meeting was adjourned at 5:15 p.m. The next regular meeting of the Library Board of Trustees will be January 10, 2011 at 4:00 p.m.