

**PELLA PUBLIC LIBRARY  
Board of Trustees Meeting  
January 10, 2012**

**I. Call To Order:**

President Jeff Sajdak called the meeting to order at 4:05 p.m. Board members present: Mary Barnes, Bryce Dahm, Rebecca Manifold, Jeff Sajdak and Jeff Siewert. Sarah Cottingham joined the meeting at 4:10 p.m. Library Director Wendy Street was also present. Joan Van Hall was absent with notice.

**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; Rebecca seconded the motion. The motion was unanimously approved.

**IV. Disposition of Minutes:**

All Board members received the December minutes prior to the meeting. Mary moved to approve the minutes as presented; Jeff Siewert seconded the motion. The minutes were unanimously approved.

**V. Approval of Bills:**

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

**VI. Unfinished Business:**

There was no unfinished business at this time.

**VI. New Business:**

**A. Six Month Update on Plan for Service** – Wendy provided the Board with a six month update on the Plan for Service and the current trends. Discussion was held. The trends which Wendy is concerned about include adult circulation continues to decline (this includes e-books and audio downloads) and the computer use (desktops) continues to decline. However, the wireless usage is not able to be measured at this time. Wendy is working with the Library IT to be able to monitor the wireless usage and capture this metric. DVD circulation is also down.

**VIII. President's Report and Announcements:**

The President had nothing to report.

**IX. Director's Report:**

**A. Assistant Director Search:** Two in-person interviews were conducted and one interview was conducted via Skype. The position was offered to the top candidate, but unfortunately he declined. Wendy will run the background check on the second choice candidate and make a decision after that.

**B. Budget News:** Wendy will meet with the city manager next week to discuss the budget proposal. Budget workshops with the City Council will be:

- Tuesday, February 7, 2012, after regular Council meeting – Budget overview
- Thursday, February 9, 2012, 6pm – Public Works and Community Services budgets
- Tuesday, February 14, 2012, 6pm – All other department budgets (including Electric) and wrap-up

**C. HVAC Upgrade**

Halvorson Trane completed the upgrade of our HVAC control system on Dec. 16 and provided training for Ryan Waddell, the building maintenance technician, and Wendy.

**D. Recent donations to the library**

- Lawrence Mills: \$250
- Kuyper Foundation: \$3,000
- Rolscreen Foundation: \$1,000
- J.B. Dahm Foundation: \$2,000

**E. Pella Community Foundation Grant**

Wendy received word from the Pella Community Foundation that they will fund the Library's grant request for \$2,700 for laptops to be used for computer classes and for patrons to use in the library. The Friends of the Library will provide additional funding so we will be able to get at least 6 laptops.

**F. Upcoming Events**

- January 7 at 10:00 – 11:30 a.m.: Book Bash - The library will have activities based on the children's book, Big Red Barn.
- January 10 at 6:30 p.m.: Evening Story for ages 3 and up.
- January 17 and 18 at 10:30 a.m.: Winter Story.
- January 17 at 7 p.m.: L.E.M.M.I.N.G.S. Teen Advisory Board.
- January 18 at 2:45 p.m.: Early Movie.
- January 19 at 10:15 a.m.: Genealogy Club.

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

**XI. Adjournment**

The meeting was adjourned at 4:37 p.m. The next regular meeting of the Library Board of Trustees will be February 14, 2011 at 4:00 p.m.