

PELLA PUBLIC LIBRARY

Board of Trustees Meeting

March 13, 2012

I. Call To Order: President Jeff Sajdak called the meeting to order at 4:00 p.m. Board members present: Mary Barnes, Sarah Cottingham, Bryce Dahm, Rebecca Manifold, Jeff Sajdak, Jeff Siewert, and Joan Van Hall. 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: Bruce moved to approve the agenda as presented; Joan seconded the motion. The motion was unanimously approved.

IV. Disposition of Minutes: All Board members received the January minutes prior to the meeting. Rebecca moved to approve the minutes as presented; Mary seconded the motion. The minutes were unanimously approved.

V. Approval of Bills: After some general discussion and questions regarding the monthly bills, Mary moved to approve the February bills. Bruce seconded the motion. The bills were unanimously approved.

VI. Unfinished Business: There was no unfinished business.

VI. New Business:

A. State Funding: These funds must be used by June 30th with reports filed by July 31st. Wendy has put together a spreadsheet of current needs after discussion with the staff, which include among other things a "splash" page for the library website, a sampling of e-readers for the staff to familiarize themselves and/or e-books, a Cricut machine for the children's librarian and library, Ruby (handheld magnifier) a patron thought we should have one available at the library desk (cost \$540). After some discussion, Joan made a motion to purchase the LibStat and the Cricut machine and the rest of the funds to go for materials for circulation. Bruce seconded this motion. The motion was unanimously approved.

B. Terms Expiring in July: Jeff will be finishing his second term in June and will be done. Sarah's 1st term of service will be ending in June. She is still undecided if she will continue and serve a second term beginning in July. Wendy will contact the new mayor to see if he would still like recommendations from the library board for the appointments or if he has any thoughts.

VIII. President's Report and Announcements: The President had nothing to report.

IX. Director's Report:

A. Assistant Director Search: Christopher Brown accepted the Assistant Director position and will start May 21. Chris was our preferred candidate when we interviewed in December, but he declined our offer at that time. When he saw the job re-posted, he contacted me and asked to be reconsidered. We feel he will do a great job for us and Wendy is very excited to work with him. Chris is currently the Assistant Director at the Scenic Regional Library, a seven branch system near St. Louis.

B. Driver's License station: The Community Center currently hosts a driver's license station on the first and third Friday of each month. Because of another need for the room used at the Community Center, they are looking for a new home and have asked about the library meeting room. Because the driver's license station operates beginning at 9:00 a.m., this would necessitate a change in our meeting room policy. There are several other factors to consider, such as storing their equipment, so Wendy would like to discuss this with the board.

C. Contracting Cities: The Swan City Clerk indicated that she would present our pricing scheme to the Swan City Council. Wendy has not heard what, if any, decision they made.

D. Custodian schedule: Working with the Police Department, we have changed the schedule of our custodian. She now works at the library from 7:00 a.m. to 12:00 noon and at the Police Department from 12:30 to 3:30 p.m. Her hours are the same (7:00 to 3:30), but she comes to the library first rather than the

Police Department. This change allows her to vacuum while the library is closed. This has worked very well so far.

E. Winter Reading Programs: During the month of February, we offered two winter reading programs: one for adults and one for children age two to not yet in kindergarten. A total of 90 reading logs were taken for the children's program, more than twice as many as last year! Prizes given this year were a toy for the first level, a Happy Joe's coupon for the second level, and a book for the final level. The adult program had 98 entries, an increase of 23 over last year. Participants submitted book reviews to be eligible for four weekly drawings. The prizes (supplied by the Friends of the Library) were book bags and \$10 gift certificates.

F. Computer classes: We offered a 7 week series of computer classes in February and March. They were well attended and received very positive reviews. For the first time, we offered a class on using Facebook. There were 4 people who attended the class and they really liked it.

G. Friends Activities: The Executive Board of the Friends of the Library met on Feb. 28. They took the following actions:

- They set the date for their annual meeting, which will be April 24 at 10:00 a.m. in the library meeting room.
- The spring book sale will be held April 10-19. The Friends decided NOT to have a Scholastic book sale in June
- They authorized the purchase of more refrigerator magnets for the library. We hand out magnets when we issue new cards.

H. Staff activities:

- Youth Services: Katie sent out a letter to local businesses asking for donations for the summer reading program. So far, we have received \$620 in donations. Katie attended the Iowa Library Association's Legislative Day on March 7.
- Director: Wendy will be out of the library March 29-31 to attend a workshop in Elgin, IL

Upcoming events:

- March 12 at 10:30 a.m.: Morning Movie.
- March 13 at 6:30 p.m.: Evening Story Time for ages 3 and up.
- March 14 from 10:00 a.m. to 12:00 and 2:00 p.m. to 5:00 p.m.:
- Gaming – we will have the Wii set up for people to try out on a first-come, first-served basis.
- March 15 at 10:15 a.m.: Genealogy Club will meet in the library meeting room.
- March 16 at 1:30 p.m.: Afternoon Movie.
- March 22 at 8:00 p.m.: Hunger Games Release Party! Think you could survive the Hunger Games? Join us in our challenges to see which one of our tributes survives. Students in 6th grade and higher are welcome to join us.
- March 27 at 7 p.m.: L.E.M.M.I.N.G.S. Teen Advisory Board for students in 6th grade and higher.
- March 28 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.
- March 29 at 12:00 noon: The Brown Bag Book Club will discuss The Paris Wife by Paula McLain.

X. Committee reports:

- Governance/Policy committee: reviewed General Policy Statement, no changes recommended
- Governance/Policy committee: revised Bulletin Boards & Displays policy. There were suggested changes which Wendy reviewed. Mary made a motion to approve the suggested policy changes, Joan seconded the motion. The motion was unanimously approved.

XI. Adjournment: The meeting was adjourned at 4:52 p.m. The next regular meeting of the Library Board of Trustees will be April 10, 2012 at 4:00 p.m.