

PELLA PUBLIC LIBRARY

Board of Trustees Meeting

April 10, 2012

I. Call To Order: President Jeff Sajdak called the meeting to order at 3:59 p.m. Board members present: Mary Barnes, Sarah Cottingham, Bryce Dahm, Rebecca Manifold, Jeff Sajdak, and Jeff Siewert. Joan Van Hall was absent. Library Director Wendy Street was 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; Mary seconded the motion. The motion was unanimously approved.

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

VI. Unfinished Business: There will be board position vacancies in July - 1 possibly, 2 positions will be open. Wendy has talked to the new Mayor and the Mayor said to proceed as we have in the past. Wendy asked the board if they wanted the positions advertised more than in the past – as the board will need to have a male fill the position to try to keep the board gender balanced. Board decided to advertise the position within the library no external postings. Wendy will call past applicants to see if they are interested and bring applications to the May meeting.

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

VIII. Director's Report:

A. Contracting Cities: The Swan City Clerk presented our pricing scheme to the Swan City Council. The Swan City Clerk then sent Wendy an email stating the council is wondering if the Pella Library Board would consider a lesser amount than the \$720 yearly cost to the city (the \$10 per capita). Their reasoning is that very few people in Swan utilize library services and for a city of their small size, the \$720 fee is a bit steep for the budget. Wendy replied and told the clerk, she would pass the information along to the board and Wendy asked the clerk to find out what the Swan City Council would consider a reasonable price. Wendy also encouraged the clerk to contact other libraries to find out what they would charge.

B. Shelver position: Kelly Taylor resigned her shelver position. May 21 will be her last day. We are currently accepting application and hope to hire someone before Kelly leaves. Kelly has been a shelver for 3 years.

C. New WILBOR terms: WILBOR libraries are required to sign new letters of agreement this month. The new terms include an agreement to make the service available only to residents of our city and county, not to Open Access users. This is to comply with the contract we have with Overdrive, and to be fair to the towns who are paying for the service. It will also hopefully result in shorter waiting lists on WILBOR as individual users will not be able to use cards from multiple libraries. This will be fairly easy to implement, but we will try to give some advance warning so patrons will know it's coming.

D. Tulip Time Follow Up: Wendy has not heard anything from the Tulip Time steering committee regarding the library's bathrooms or staff parking.

E. Building issues: One of the black light posts blew over last week because the bolts holding it in place had rusted. The globe and light assembly were broken. We had a spare globe, and the parts have been

ordered to replace the light assembly. The estimated cost is \$340. We hope the parts will be in before Tulip Time. We also need to replace the compressor for our drinking fountains. The estimated cost is \$1,000.

F. Friends Activities: The Executive Board of the Friends of the Library met on March 27. Agenda items included:

1. Making plans for their annual meeting, which will be April 24 at 10:00 a.m. in the library meeting room. Two members will go off the Friends Board at that time: Nancy Hutchins and Betty Golden. Vicky Hicks has already agreed to fill one of these slots. The Friends discussed ways of recruiting to fill the other vacancy.
2. The Spring book sale will be held April 10-19. As a community service project, group of middle school students from Pella Christian will help with the book sale clean up on April 20.
3. They discussed purchasing pencils with Friends of the Library information.

G. Iowa Workforce Development Computer: The computer has not been working and Wendy had not heard from the Iowa Workforce Office to fix the computer. However, she did hear from the office after she was inappropriately quoted in the Des Moines Register yesterday within an article regarding Iowa Workforce Development offices closing.

H. Staff activities: To thank other city departments for taking care of the library grounds and parking lot, the library staff provides treats once a year. We took breakfast to the Parks staff on April 3 and provided lunch to the Streets crews on April 10.

1. **Youth Services:** Katie and Wendy did a Hunger Games Release party on March 22. About 25 kids attended and it went well.
2. **Director:** Wendy attended a two-day workshop on "Library Outreach" in Elgin, IL on March 29-30 and got to see a really impressive library (Gail Borden District Library.) Wendy shared with the board some of the technology and processes she observed at the library. The library has 125 people on staff. Wendy saw some really good things that they were doing, but yet some other things which didn't make sense, like the children's sections being divided up. Each age group was physically divided up in different rooms. The library uses RFID tags to check in and out the books. The staff does not have to handle the books. The first day of the workshop, Wendy became a Certified Laughter Leader and the second day involved how to incorporate the Laughter Club within different groups and the library.

I. Upcoming events:

- April 9-13: Food for Fines
- April 10-19: Friends of the Library book sale
- April 10 at 6:30 p.m.: Evening Story for ages 3 and up.
- April 10 at 4-5 p.m.: Titanic program is for students in grades 3-5.
- April 11 at 2:45 p.m.: Afternoon Movie
- April 17 at 7 p.m.: L.E.M.M.I.N.G.S. Teen Advisory Board.
- April 19 at 10:15 a.m.: Genealogy Club meeting in the Meeting Room.
- April 24 at 10:00 a.m.: Friends of the Library Annual Meeting in the Meeting Room.
- April 24 at 4:00 p.m.: Stories and More - Students in PreK- 5th.
- April 26 at 12:00 noon: The Brown Bag Book Club will discuss *Bonhoeffer: pastor, martyr, prophet, spy* by Eric Metaxas in the library Meeting Room.

IX. Committee reports:

- Governance/Policy committee: reviewed the Unscheduled Closings Policy, no changes recommended.

X. Adjournment: The meeting was adjourned at 4:39 p.m. The next regular meeting of the Library Board of Trustees will be May 8, 2012 at 4:00 p.m.

At that time, a DVD Training Session on 'Meetings' was presented to those board members who had not seen it yet.