

## **PELLA PUBLIC LIBRARY**

Board of Trustees Meeting

June 12, 2012

**I. Call To Order:** President Jeff Sajdak called the meeting to order at 4:00 p.m. Board members present: Mary Barnes, Bryce Dahm, Rebecca Manifold, Jeff Sajdak, Jeff Siewert, and Joan Van Hall. Library Director Wendy Street was present. Sarah Cottington arrived at 4:10 p.m.

**II. Recognition of Visitors and Visitor Comments:** There were three visitors present: John Evenhouse, incoming board member; Christopher Brown, Assistant Library Director; and Nadine Steibel, Pella resident. Ms. Steibel introduced herself and expressed two concerns about the library:

1. The library is too noisy and needs to be a quiet place
2. The library's computers need to be updated. She feels they are too slow and the process of rebooting between users is too time-consuming. She asked the board to do whatever can be done to speed up the computers.

**III. Approval of Agenda:** Rebecca moved to approve the agenda as presented; Jeff Siewert seconded the motion. The motion was unanimously approved.

**IV. Disposition of Minutes:** All Board members received the May minutes prior to the meeting. Wendy asked for the comment 'Katie is performing background checks' to be deleted. Bryce moved to approve the minutes as amended; Rebecca seconded the motion. The minutes were unanimously approved.

**V. Approval of Bills:** After some general discussion and questions regarding the monthly bills, Joan moved to approve the May bills. Jeff Siewert seconded the motion. The bills were unanimously approved.

**VI. Unfinished Business:** There was no unfinished business.

**VI. New Business:** There was no new business.

**VIII. President's Report and Announcements:** The President had nothing to report. President Jeff Sajdak announced that he has accepted a position in Grand Rapids, MI and will be leaving Pella and moving to MI in mid-July.

### **IX. Director's Report:**

**A. New employees -** Assistant Director Chris Brown started May 21. Shelver Kayla Huston started June 1.

### **B. Library building and grounds -**

1. The compressor on Air Handler 2 is no longer working and needs to be replaced. Wendy doesn't have any formal bids yet, but expects it to cost around \$3,000 plus labor.

2. A section of cement has settled near the staff entrance and is a trip hazard. We will have the cement “jacked,” and expect it to be cost about \$400.
3. A limestone bench has been ordered as a memorial for Keith Aldrich. The bill for the memorial plaque is in this month’s list of bills. The other part of the Aldrich memorial is to add plants to the butterfly garden, which is scheduled for next week.

C. Aviary – Howard and Ethel Jaarsma donated \$10,000 to the library for the aviary. This will cover the cost of the aviary, the shipment and setup and about one year of maintenance. The Friends of the Library will pay the maintenance cost when the Jaarsma’s gift runs out. The bill for the deposit is in this month’s list of bills. We expect shipment of the aviary about 3 weeks after they receive the deposit.

D. Friends of the Library activities -

1. The Friends will share the library table at Thursdays in Pella on June 7th. Their new brochure is included in your packet.
2. The Friends Spring newsletter was mailed in May.

E. Staff activities -

1. Youth Services: Katie completed all of her school visits in May, had a teen “lock in” on May 31, began summer reading registration on June 4, had a table at Thursdays in Pella on June 7, and is training our new shelver.
2. Assistant Director: Chris has been busy learning about the library, evaluating our network, installing new computers, organizing the server room, and getting wireless printing working.
3. Director: Wendy is doing a regular “Laughter club” program at Hilltop once a month and has also been invited to do programs at Jefferson Place and Vriendschap Village. This month, she also started a rotating collection at Vriendschap Village and will assign a volunteer to regularly re-stock that collection. Wendy noted that the Library now delivers books to about six remote locations, including Vriendschap Village.

F. Upcoming events:

- June 12 at 6:30 p.m.: Evening Story Time for ages 3 and up.
- June 12 at 8:30 p.m.: L.E.M.M.I.N.G.S. Teen Advisory Board.
- June 15 at 10:30 a.m.: Morning.
- June 21 at 10:15 a.m.: Genealogy Club meeting.
- June 26 at 10:30 a.m.: Lake Red Rock Program about night time animals around Pella and Iowa. For children finished with Kindergarten to 5th grade.
- June 28 at 12:00 noon: Brown Bag Book Club.
- June 29 at 2 p.m.: Morning Movie.
- July 2 at 10:00 a.m. and 11:00 a.m.: Iowa Public Television’s Dan Wardell will be making a stop on his annual Reading Road Trip Across Iowa. The programs will be held in the Joan Kuyper Farver Auditorium in the Community Center.

## **X. Committee reports:**

1. **Nominating Committee** – The following slate of Board Officers was nominated by the nominating committee:
  - Bryce - President
  - Joan - Vice President
  - Sarah – SecretaryMary moved to approve the slate of officers. Sarah seconded the motion. The slate of board officers was unanimously approved.
  
2. **Personnel Committee** – The Personnel Committee presented the Director's Evaluation Report. All Board members received the Director's Evaluation Report prior to the meeting. Bryce moved to approve the report; Mary seconded the motion. The report was unanimously approved.
  
3. **Governance/Policy Committee** – The Governance/Policy Committee reviewed two policies prior to the meeting:
  - ILL Policy - Change from 6 months to 12 months, policy is just being changed to reflect the guideline and the practice. Added items - because we do loan more than books and DVD - also we reserve the right to say no because the item may be in high demand. ILL practice - we specified that large quantities of photocopies are more than 10 pages. Joan made a motion to approve the ILL Policy with the recommended changes. Jeff Siewert seconded the motion. The ILL Policy was unanimously approved.
  - PA Policy - Change of wording that - "Library staff would use their discretion". Mary made a motion to approve the PA Policy with the recommended changes. Joan seconded the motion. The PA Policy was unanimously approved.

**XI. Adjournment:** The meeting was adjourned at 4:49 p.m. The next regular meeting of the Library Board of Trustees will be July 10, 2012 at 4:00 p.m.

Following the meeting, refreshments (Thank you Joan!) were enjoyed by the board members and visitors as a farewell to and in honor of Jeff Sajdak's service as President.