

PELLA PUBLIC LIBRARY

Board of Trustees Meeting

August 14, 2012

I. Call To Order: President Bryce Dahm called the meeting to order at 4:03 p.m. Board members present: Mary Barnes, John Evenhouse, Rebecca Manifold, Jeff Siewert, and Sarah Cottington. Library Director Wendy Street was present. Joan Van Hal was absent.

II. Recognition of Visitors and Visitor Comments: There were no visitors or guests present.

III. Approval of Agenda: Rebecca 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 July minutes prior to the meeting. Bryce noted the addition of the election of the officers. Wendy noted several formatting items, which need to be corrected. John moved to approve the July minutes as amended; Mary 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 July bills. Jeff seconded the motion. The bills were unanimously approved.

VI. Unfinished Business: There was no unfinished business.

VI. New Business:

A. Annual Report: Wendy presented a draft of the 2011-2012 Annual Report. Discussion was held. Wendy will be finishing the report and will send it to the City Council and to the County Board of Supervisors. The Annual Report will also be published on the Library's website.

B. Half Off Replacement Library Cards: As September is Library Sign Up month, Wendy is recommending that we approve a half-off discount for replacement library cards. Sarah moved to approve. John seconded the motion. The half-off discount on replacement library cards was unanimously approved.

C. Committee Appointments: The Board reviewed the committee assignments for the upcoming year.

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

IX. Director's Report:

A. ILL fees: The new Interlibrary Loan contract (which went into effect July 1) allows us to charge our patrons up to \$3.00 per ILL. We currently charge \$1.25, which was the maximum allowed by previous contracts. Since postage averages about \$2.50 per package, Wendy thinks we should raise our fees. The librarians recommend \$2.00 per ILL. Action item. John made a motion to charge \$2.00 per ILL and to revisit this issue next summer. Rebecca seconded the motion. The motion was unanimously approved.

B. Laptops: We received a grant from the Pella Community Foundation to purchase laptops for use in computer classes and for in-library check out. The grant will only fund half of the laptops; the Friends of the Library will fund the second half. The primary use of the laptops will be for teaching computer classes. When they are not in use, we would like to make them available to patrons for use in the library. Because of their value, we should consider treating them differently than most library materials. Before the policy committee works on revising the Circulation policy, Wendy would like the whole board to give some direction.

The librarians recommend:

- We limit checkouts to adults only (we will ask for an ID at the time of checkout)
- Laptops only be used in the library (not taken home)
- We install the same security software as our other computers so patrons cannot save to the laptops and their personal information and preferences will be erased when the laptops are rebooted

The Board approved the laptop checkouts to be limited to adults (18 years of age or older), for the laptops to be used only in the library, and for the security software to be used on the laptops. The question was asked of the Board – “Should we limit checkout of other equipment (overhead projector, screen, etc.) to adults only?” Our current policy says we do, but doesn’t really define “equipment.” The Board approved leaving the statement ‘adults only’ within the policy regarding equipment.

C. Summer Reading Programs - Children’s programs: 889 kids participated and earned 1,572 prizes. Last year, 714 children participated and earned 1,543 prizes. New this year, we offered the chance to win “experience prizes” after children completed the regular program. There were 79 kids who elected to continue reading, and they entered 288 chances to win the five experience prizes. The experience prizes are: a tour of Public Works, a tour of the Police Station, lunch with a librarian, a movie party at the library with friends, and a Wii party at the library with friends. There is a report from Katie in Board packets. Teen program: 64 teens participated and read 200,764 pages over the summer. Last year, 70 teens participated and read 315,328 pages. Adult program: 493 entries, down a little from last year’s 539. The grand prizes were \$100 in Pella Bucks and a Kindle e-book reader, both provided by the Friends of the Library.

D. Wireless statistics: The wireless counter showed 663 laptop users and 224 mobile users in July. Wow! The wireless statistics will be reported each month on the statistics sheet in the Board packet.

E. Library Building and Grounds:

- The bill from Halvorsen Trane for replacing the compressor on Air Handler 2 and fixing the oil leak on Air Handler 1 is in this month’s list of bills. Because the work was performed in June, the payment should come out of the FY1112 budget.
- The aviary was installed in July. We have had issues with the people pushing out the screens. Since Wendy had anticipated this problem and actually ordered the aviary without screens, they will be replaced with plexi-glass. The bill for the balance of the aviary and the bill for the first month of maintenance are included in this month’s list of bills.

F. Staff activities:

- Youth Services: As summer programs wind down, Katie is preparing for fall story times. She is also weeding in the juvenile nonfiction.
- Assistant Director: Chris is setting up the laptops we purchased with a grant from the Pella Community Foundation. He installed a new staff printer when our “old faithful” HP4050 finally bit the dust. Chris is working on performance reviews as well.
- Director: Wendy did “Laughter club” programs at Hilltop and Jefferson Place, and in the library for our teen group and for story time. Wendy filled out the numerous forms required for the library to receive the annual federal rate discount on phone and Internet service. Wendy has begun work on the annual report required by the State Library.

G. Friends of the Library Activities: The paperback book sale on July 28 earned \$264 for the Friends of the Library. This is an increase over the \$189 made from last year’s sale.

H. Upcoming events:

- August 13 at 10:30 a.m.: Morning Movie in the Meeting Room.
- August 14 at 6:30 p.m.: Evening Story Time. Kids and parents are invited to an evening story time with stories, songs and small craft. Story time is suggested for ages 3 and up.
- August 14 at 7:00 p.m.: L.E.M.M.I.N.G.S. Teen Advisory Board. Students in 6th grade and higher are welcome to join us for our monthly program.
- August 16 at 10:30 a.m.: Bubble and sidewalk chalk story time. Everyone is welcome to attend.
- August 30 at 12:00 noon: the Brown Bag Book Club will discuss Little Princes: One Man's Promise to Bring Home the Lost Children of Nepal by Conor Grennan AND The Little Prince by Antoine de Saint-Exupery.

I. Gratitude: Today, August 14, 2012, a Daycare Provider stopped by the Circulation Desk and thanked the library for allowing the daycare to tour and to utilize the library and all of its services.

J. Collection Agency Report: Wendy shared with the Board an annual summary of the Collection Agency Report from Credit Bureau Services of Iowa, Inc. Discussion held.

X. Committee reports: There were no committee reports.

XI. Adjournment: The meeting was adjourned at 4:58 p.m. The next regular meeting of the Library Board of Trustees will be September 11, 2012 at 4:00 p.m.

The Library Board Members then viewed a Trustee Training Video regarding Friends and Foundations.