

## PELLA PUBLIC LIBRARY

Board of Trustees Meeting

September 11, 2012

**I. Call To Order:** President Bryce Dahm called the meeting to order at 3:59 p.m. Board members present: Mary Barnes, Bryce Dahm, John Evenhouse, Rebecca Manifold, Joan Van Hal, and Sarah Cottingham. Library Director Wendy Street was present. Jeff Siewert was absent.

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

**III. Approval of Agenda:** Joan 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 August minutes prior to the meeting. Rebecca noted one edit to be corrected. John 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, Mary moved to approve the August bills. Joan seconded the motion. The bills were unanimously approved.

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

### **VII. New Business:**

A. Follow-up on Guest to Previous Board Meeting – Nadine Steibell was much happier with the operation of the computers and thanked Wendy for the way staff helped patrons.

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

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

Community Strategic Planning - The Mayor has appointed a committee to update the Community Strategic Plan. Wendy will be attending some of the meetings as a member of city staff. The Community Strategic Plan will influence the City's Strategic Plan and budget process. Wendy will update the Board as she has more information.

A. Laptops - The laptops are set up and ready to check out. They are Dell Laptops. We have written procedures in place and are ready to train staff. We are waiting for the electrician to install an outlet in the storage room so we can keep the laptops charged. That should happen this week.

B. Building and Grounds –

- Aviary: Living Design staff finally installed the plaque recognizing the donors and replaced the screens with plexi-glass. The aviary continues to be very popular.
- Wendy had an electrician add an outlet in the teen area for computer users at the booth. This is a popular spot for laptop users, but the only outlet was behind the booth.
- Wendy is obtaining quotes for carpet behind the circulation desk and the staff work area.
- Staff activities -
  - Youth Services: The last experience prize is scheduled for September 12. Katie received

positive responses on all the experience prizes from children and parents, as well as city departments. Katie has also been busy planning this year's first book bash (Saturday, September 8 from 10 to 11:30 a.m.), and Fall story times, which start on Monday, September 10 and will go until the end of November.

- Assistant Director: Chris has been cataloging materials for the Heritage Room, writing procedures for laptop checkout and conducting performance reviews.
- Director: Wendy finished the annual report with final budget numbers and also submitted the required report to the State Library. Wendy continues to do regular monthly Laughter Clubs at Hilltop and Vriendschap Village. Wendy is weeding in the adult nonfiction.

C. Friends of the Library activities - The Friends are purchasing a large area rug for the story time room and a popcorn machine for library programs. The next book sale will be Oct. 13-21 in the library meeting room.

D. Upcoming events -

- September 8 from 10:00 to 11:30 a.m.: Book Bash - The library will have activities based on the children's book, Big and Little. The first 75 families with children ages 0-5 will receive a free copy of the book.
- September 11 at 6:30 p.m.: Evening Story Time: Kids and parents join us for an evening story time with stories, songs and small craft. Story time is suggested for ages 3 and up.
- September 19 at 2:45 p.m.: Afternoon Movie: Please join us to watch a movie on the big screen in the meeting room.
- September 18 at 7 p.m.: L.E.M.M.I.N.G.S. Teen Advisory Board: Any students in 6th grade and higher are welcome to join us for monthly program.
- September 20 at 10:15 a.m.: Genealogy Club. Anyone interested in family history research is welcome.
- September 25 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. No sign up is necessary.
- September 25 at 7:00 p.m.: Self defense seminar by Stephen Brayton. Brayton is a fifth degree black belt and also the author of two eBooks.
- September 27 at noon: The Brown Bag Book Club will discuss The Elegance of the Hedgehog by Muriel Barbery.

**X. Committee reports:** The Policy Committee reviewed the Circulation Policy this month and submitted the recommended revisions to the Board. John motioned to approve the policy with the recommended revisions and Mary seconded the motion. The policy was unanimously approved.

**XI. Adjournment:** The meeting was adjourned at 4:28 p.m. The next regular meeting of the Library Board of Trustees will be October 9, 2012 at 4:00 p.m. The Library Board Members then viewed a Trustee Training Video regarding Advocacy.