

PELLA PUBLIC LIBRARY

Board of Trustees Meeting

October 9, 2012

I. Call To Order: President Bryce Dahm called the meeting to order at 4:01 p.m. Board members present: Mary Barnes, Bryce Dahm, John Evenhouse, Rebecca Manifold, Jeff Siewert, Joan Van Hal, and Sarah Cottington. Library Director Wendy Street was present.

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

III. Approval of Agenda: Mary 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 September minutes prior to the meeting. Wendy and Rebecca noted spelling and formatting corrections. These corrections will be made by Sarah. Joan moved to approve the 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 September bills. Jeff seconded the motion. The bills were unanimously approved.

VI. Unfinished Business: There was no unfinished business.

VII. New Business:

- A. 2013 Holiday Schedule – Joan moved to accept the proposed 2013 Holiday Schedule with the amendment of being closed on Sunday, May 5, 2013. Mary seconded this motion. The Board approved the 2013 Holiday Schedule with the recommended amendment.
- B. Set date of annual staff workshop – Friday, December 14th. Sarah moved to accept the proposed date of the annual staff workshop. Rebecca seconded this motion. The Board approved the date of the annual staff workshop for the date of December 14, 2012.

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

IX. Director's Report:

- A. Library Satisfaction Survey – Wendy thinks it is valuable to periodically ask our users what they think of the library. We did library satisfaction surveys in 2004 and 2008; so we are due to do one again. We have drafted questions (included in your packet) and would like to proceed with the survey this month. Discussion held regarding the questions and suggestions made by the Board of Trustees. We will use Survey Monkey for an online survey, as we did in 2008. In order to accommodate the number of responses we expect to get, we will need to subscribe to Survey Monkey for a couple of months, at \$24 per month. We will email a link to the survey directly to those patrons with email addresses in the circulation system. We'll also

put a link on the library and city web pages. We'll have printed copies available in the library and at City hall, and we'll mention it in the November city newsletter. The survey will be conducted over the next month.

B. Iowa Workforce Development computer - Our IWD workstation has been out of order more often than it has been in operation over the last couple of months. A number of Iowa libraries have been discussing whether or not to discontinue this service. Wendy asked the Board what their thoughts were. Bryce suggested that staff will begin to track usage of the IWD workstation and whether the computer is usable.

C. Laptops - The laptop checkout program was kicked off, and so far it seems to be going well with no major issues. We haven't had many checkouts, either.

D. Building and Grounds -

- Our fax machine was jamming constantly, so we retired it. Fortunately, one of our printers can double as a fax machine, so Chris set that up. To save on printing costs, he set it up so all of our incoming faxes are digitized and delivered to a computer file.
- The City Parks Staff have been watering around the library, so our last two water bills have been higher than usual

E. ILA Conference - Chris, Katie and Wendy will in Dubuque Oct. 10-12 for the annual Iowa Library Association conference. If you need to reach Wendy during the conference, please leave a voicemail at her cell phone number (641-230-0067). We will all check email during the conference as well.

Staff activities -

- Youth Services: Katie has been busy with Story and Tot Times. Tot time attendance increased at all available times in September.
- Assistant Director: Chris has continued working to add items to the Heritage Room collection and has inventoried items we own but have yet to be cataloged. He is working towards re-organizing the music CD section so that, for example, all of the Christmas CDs are in one location.
- Director: Wendy did her regular monthly Laughter Clubs at Hilltop and Vriendschap Village. She also did a program for the two Pella PEO groups on Oct. 1st.

Friends of the Library Activities - The Friends had their annual brainstorming session in

September. They plan to concentrate this year on increasing membership and volunteer opportunities.

Upcoming events -

- Oct. 13-21: Friends of the Library Book Sale. Books for all ages will be available for the donation of your choice. The book sale is restocked daily, so come early and come often!
- October 18 at 10:15 a.m.: Genealogy Club will meet at the Keo-Mah Genealogy library in Oskaloosa.
- October 24 at 2:45 p.m.: Afternoon Movie.
- Oct. 25 at 12:00 noon: The Brown Bag Book Club will discuss Think Smart: A Neuroscientist's Prescription for Improving Your Brain's Performance by Richard Restak.
- October 30 at 4:00 p.m.: Halloween Stories and More for students in PreK- 5th grade.
- Computer classes will be on Tuesday afternoons beginning Oct. 30.

X. Committee reports: The Policy Committee reviewed the Gifts and Donations Policy. The committee had no recommendations. The committee also reviewed the Fines and Fees Policy this month and wanted to discuss a few of the items as a Board. After discussion of the items, the Board recommended Wendy research the local business prices of color and black & white copies per page. Discussion also held regarding ILL non-pick-up fee, maximum late charges and several other items in the policy. Wendy will complete the research and report back to the Board next month.

XI. Adjournment: The meeting was adjourned at 5:05 p.m. The next regular meeting of the Library Board of Trustees will be November 13, 2012 at 4:00 p.m.