

## PELLA PUBLIC LIBRARY

Board of Trustees Meeting

November 13, 2012

**I. Call To Order:** President Bryce Dahm called the meeting to order at 4:02 p.m. Board members present: Mary Barnes, Bryce Dahm, John Evenhouse, Rebecca Manifold, Jeff Siewert, Joan Van Hal, and Sarah Cottingham. Library Director Wendy Street was present.

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

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

**IV. Disposition of Minutes:** All Board members received the October minutes prior to the meeting. Mary moved to approve the minutes as amended; Joan seconded the motion. The minutes were unanimously approved.

**V. Approval of Bills:** After some general discussion and questions regarding the monthly bills, John moved to approve the October bills. Rebecca seconded the motion. The bills were unanimously approved.

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

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

- A. Budget Priorities – Several different budget items were discussed. Wendy possibly will be submitting some supplemental budget requests. Some of the different budget items include: more efficient lighting, carpet behind the circulation desk, different products available for internet filtering, additional materials for catalog, and being open additional hours.

**VIII. President's Report and Announcements:** The President had nothing to report. Bryce did initiate a discussion on the library's policy regarding reconsideration of materials, access, and access depending upon age of patron.

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

- A. **Library Satisfaction Survey:** More than 800 people have filled out the survey so far, and we plan to keep it open until Nov. 21. Wendy will report the results next month.
- B. **Iowa Workforce Development Computer:** Wendy has asked staff to track how often the IWD computer is used. So far, we have one hash mark in October and two in November, but believe only one of those represents someone using the computer for its intended purpose.
- C. **Color Printing Prices:** Last month, the board asked Wendy to find out what local businesses charge for color printing:
  - Town Crier: \$1.25 per page
  - Pella Printing: \$1.00 per page or \$60 per hour for larger jobs
  - Ship It: \$0.49 for letter size, \$0.55 for legal.

The library currently charges \$0.25 per page for color printing, and would like to increase that charge to \$0.50 per page.

#### **D. Building and Grounds:**

- We had mice in the outside book drop, so Menninga installed a bait trap.
- The Building Maintenance Technician believes we have a leak in the radiant heat loop. The only way to find the leak would be to tear up the floor, so he has turned off the radiant heat for now

- and we will rely on forced air heat this winter.
- We have a baby bird (Shaft Tail) in the aviary.

**Staff activities:**

**Youth Services:** Katie attended the Summer Reading Program Planning session in October and has begun planning for next year. She is also working on creating a LEGO Club at the library, which will start in December. Story and Tot time sessions will end this month will start again in February.

**Assistant Director:** Chris has been working on getting quotes for Internet filters, re-cataloging music CDs, and cataloging book discussion sets. He has transitioned the basement network rack over to a battery backup system, and also began teaching computer classes.

**Director:** Wendy submitted a grant request to the Pella Community Foundation for a defibrillator. In preparation for budget season, Wendy has been obtaining carpet and lighting bids and looking at our spending patterns. Wendy did laughter programs for two PEO groups as well as her regular monthly programs at Hilltop and Vriendschap Village. Wendy attended the Community Strategic Planning sessions and drafted the "Education" section of the plan.

**Friends of the Library activities** - The Friends of the Library will send out their fall newsletter this month. It will include the annual membership letter. The Friends have purchased some Legos so Katie can start a Lego club, which will meet at the library. The Friends are considering a "Chocolate Extravaganza" fundraiser in February. In order to attract vendors to give away chocolate samples, we would like to also allow them to sell their products. The board would need to approve this in advance. Joan made a motion to allow the proposed event to allow vendors to sell their products. Jeff seconded the motion. The board approved the motion.

**Upcoming events:**

- November 13 at 6:30 p.m.: Evening Story Time for ages 3 and up.
- November 14 at 2:45 p.m.: Afternoon Movie on the big screen in the meeting room.
- November 15 at 10:15 a.m.: Genealogy Club will meet in the meeting room.
- November 27 at 4:00 p.m.: Students in PreK- 5th grade are welcome to join us for stories and to make a small craft.
- November 29 at 12:00 noon: Brown Bag Book Club will discuss Still Alice by Lisa Genova.

**X. Committee reports:** The Policy Committee reviewed the Fines and Fees Policy last month and could not reach a consensus on some of the items. The Board had recommended for Wendy to research the local business prices of what color and black & white copies are per page. Wendy reported back to the Board her findings. Discussion held regarding the Fines and Fees and late charges and several items in the policy. Rebecca made a motion to approve the Fines and Fees Policy with the recommended changes. Jeff seconded the policy. The board approved this motion.

**XI. Adjournment:** The meeting was adjourned at 5:10 p.m. The next regular meeting of the Library Board of Trustees will be December 11, 2012 at 4:00 p.m.

The Board then watched a DVD training segment regarding Confidentiality.