

Pella Public Library

Board of Trustees Meeting Minutes, January 12, 2010

I. Call to Order

The regular meeting of the Pella Public Library Board of Trustees was called to order at 4:00 pm on Tuesday, January 12, 2010 by President Jeff Sajdak. Board Members present were Joan Van Hal, Bryce Dahm, Sarah Cottington, Paul Scott, and Lori Fredrickson. Board member Don Baker is on an extended leave. Library Director Wendy Street was also present.

II. Recognition of Visitors and Visitor Comment:

Boy Scout Taylor Burton was present pursuant of a merit badge. He made no comment.

III. Approval of Agenda

Joan moved to approve the agenda, Paul seconded the motion.

IV. Disposition of Minutes

Due to inclement weather on December 08, 2009, and the fact that the only pressing issue was

the approval of bills, Board President Jeff Sadjak called an electronic meeting of the board. After having a few questions answered by Wendy via email, the board voted unanimously to approve the bills.

V. Approval of Bills

Wendy presented the January bills. Paul moved to approve the bills. Sarah seconded the motion.

VI. Unfinished Business

There was no unfinished business

VII. New Business

a.Three-Year Plan For Service

Wendy gave her six month update on items that were due on the 2007-2010 Plan For Service. In general, all goals were met. The bigger issue was determining how to develop a new Plan for when the current one expires in July of 2010. After much discussion it was determined that by the time of the March Board meeting, Board member Sarah Cottington will conduct two S.W.O.T. (Strength, Weakness, Opportunity, Threats) sessions—one each with the Board and with Library staff. A new Planning subcommittee (established by the Board by the time of the April 2010 meeting) will take the ideas obtained from the S.W.O.T. meetings and condense them into a Three-Year Plan For Service to be presented to the full Board at the May 2010 meeting. With this timeline, a finalized Three-Year Plan for Service should be in place by July 2010 when the old one expires. Sarah moved to accept this plan of action, Joan seconded the motion. This plan of action was unanimously approved.

b.Budget

Wendy presented her proposed budget for fiscal year 2010/2011. Discussion followed. The lack of cost of living increases to staff salaries was a point of concern. Wendy explained that this is consistent with the city's personnel policies, which the Library adheres to. Under Capital Improvements, Wendy also explained that since a lift has to be rented it is cheaper to replace all the ceiling bulbs at once rather than as they burn out. Paul motioned to accept the budget as presented and Sarah seconded the motion. Wendy will present the budget to the city council in February.

VIII. Presidents Report

Jeff commented that the Open Meeting video seminar, which the board participated in recently, was very helpful. During the December snow storm we used the Open Meeting information to guide us in properly closing the library and calling for an electronic board meeting because of the weather. Wendy suggested developing a policy for how to close the Library unexpectedly.

IX. Directors Report

- A. Wendy reported on several items donated to the library this month, including money, subscriptions and "babysitting boxes".
- B. Wendy presented info gathered on fines and fees charged by other libraries in our geographic region. Based on that info the Board decided to leave our fines and fees where they are for the time being.
- C. October 2010 is the tenth anniversary of the Library. The Board will begin brainstorming ways to celebrate this as a fundraiser and a promotion of the library.
- D. Plan For Service-(See New Business)
- E. Trustee Training Videos- The Board agreed that as time permits, during monthly meetings we will begin watching short Trustee training videos that were given to the Library by the Iowa Library Trustee Association.
- F. There is a new wireless access point in the meeting room.
- G. Wendy reported on several upcoming events.

X. Committee Reports

The Personnel Policy was reviewed with no changes.

XI. Adjournment to Next Regular Meeting: February 9, 2010

At 5:30 pm Paul moved to adjourn the meeting. Bryce seconded the motion. The next regular meeting of the Library Board of Trustees will be Tuesday, February 9, 2010.