

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
December 11, 2012

**I. Call To Order:** President Bryce Dahm called the meeting to order at 4:00 p.m. Board members present: Bryce Dahm, John Evenhouse, Rebecca Manifold, Jeff Siewert, Joan Van Hal, and Sarah Cottington. Library Director Wendy Street was present. Mary Barnes 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; Rebecca seconded the motion. The motion was unanimously approved.

**IV. Disposition of Minutes:** All Board members received the November minutes prior to the meeting. John moved to approve the minutes as amended; Jeff 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 December bills. Jeff seconded the motion. The bills were unanimously approved.

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

**VII. New Business:**

- A. **Survey results** – Had a very good response rate with over 800 responses. Of the responses over 518 rated the library staff at ‘Very Helpful’. Over 300 people provided further feedback on the open-ended question, “What can we do to improve the library?” Wendy and the staff have been and will discuss further the survey and the results and responses. They will develop action plans and possibly incorporate some of the items they would like to take action on within the Plan for Service.
- B. **Progress report on Plan for Service** – Wendy stated she will begin to look at updating the Plan for Service report and will incorporate feedback from the recent survey.

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

**IX. Director’s Report:**

- A. **Budget Calendar:** City Hall has not yet distributed the budget forms or target numbers. Their new goal is December 14. Operating and capital budget requests will then be due back to City Hall by January 8, 2013. Our budget discussion will be January 8, and Wendy will turn in the Library budget on January 9 (assuming it is approved by the board on January 8).
- B. **Exciting New Stuff:**
  - **LearningExpress:** The State Library recently announced that they will be making this resource available to all public and academic libraries in Iowa, starting January 1. LearningExpress is an interactive online platform that provides “a comprehensive selection of career and academic resources available to empower people for job preparation, career advancement, college readiness, academic success, and skills mastery in math, reading, writing, grammar, and vocabulary.” Additional features of LearningExpress include Job & Career Accelerator, software tutorials, and introductory training courses on how to use a computer, search the internet and take advantage of social networking. This service will be funded by the State Library.
  - **Zinio:** The Friends of the Library are paying the bulk of the cost to enable us to offer this digital magazine service to our users. The platform fee is \$2,000 and the subscription costs total \$416 for 17 magazines. The Friends will pay \$2,250 of the \$2,416. Wendy plans to pay the remaining \$166 from our regular subscriptions budget. Zinio will offer unlimited use of the magazines that we subscribe to, with no limits on the number or length of check out. We hope to have Zinio set up and available to patrons by January 1. Here are the titles we selected: Consumer Reports, National Geographic Interactive, Clean eating, Us Weekly, Food Network magazine, Newsweek, Women's Health, PC Magazine Digital, Dwell, Do It

Yourself, Family Handyman, Outside, Woodworker's Journal, mental floss, GAMEINSIDER, Scrapbooks etc., and Utne Reader. This service will have an annual cost, so after we have an idea of usage, we will have to decide if and how we want to continue to fund it.

**C. Staff In-Service:** Our annual staff in-service day is scheduled for Dec. 14. We will: Hold our monthly staff meeting, Have a workshop on Dealing with Difficult Customers, and Do some training on the meeting room reservation software and how to deal with ethical situations. The Friends of the Library will provide lunch.

**D. Building and Grounds:**

- At Katie's suggestion, Wendy ordered StepNPull "hands free" door openers for the public restrooms and Ryan installed them. The door openers allow people who have just washed their hands to keep them clean by opening the restroom doors with their toes. We're doing our part to stop the spread of germs!

**Staff activities -**

**Youth Services:** Katie finished story and tot time sessions and will start again in January. In November, LEMMINGS (the teen group) made cards for the local VFW and for one of the former members who is in the Navy.

**Assistant Director:** This month Chris began working on E-Rate procedures and forms. He is rebidding our phone and Internet, and continues to work on the Internet content filtering project.

**Director:** Wendy did a program on Civil War Literature for the Ladies Social and Literary Society, a "Google Tips & Tricks" program for the Genealogy club, and made a presentation to the City Council on eBooks.

**Friends of the Library activities -** The Friends had a nice color brochure printed. We will hand out a brochure each time we issue a library card. The Friends agreed to pay most of the start-up cost for Zinio, a service that offers digital magazines.

**Upcoming events:**

- December 11 at 6:30 p.m.: Evening Story Time.
- December 12 at 2:45 p.m.: Afternoon Movie
- December 14: Library CLOSED for staff in-service
- December 17 at 10:30 a.m.: Holiday Story Time.
- December 17 at 7:00 p.m.: L.E.M.M.I.N.G.S. Teen Advisory Board.
- December 18 at 10:15 and 11:00 a.m.: Holiday Tot.
- December 18 at 4:00 p.m.: Students in PreK- 5th grade are welcome to join us for stories and make a small craft.
- HOLIDAY HOURS: The library will be closed all day on Sunday, December 23, Monday, December 24, and Tuesday, December 25. We will close at 5:00 p.m. on Monday, December 31 and be closed all day on Tuesday, January 1.

**X. Committee reports:**

A. Governance & Policy committee: Fines & Fees Policy (one more revision). Rebecca made a motion to approve the Fines & Fees Policy with the recommended revision. Joan seconded the motion. The Board then voted to unanimously approve the Fines & Fees Policy.

**XI. Adjournment:** The meeting was adjourned at 4:46 p.m. The next regular meeting of the Library Board of Trustees will be January 8, 2013 at 4:00 p.m.