

Pella Public Library

Board of Trustees Meeting, March 9, 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, March 9, 2010, by President Jeff Sajdak. Board members present were Joan Van Hal, Paul Scott, and Sarah Cottington. Don Baker continues his leave-of-absence and Bryce Dahm was absent with notice. Wendy Street was also present.

II. Recognition of Visitors and Visitor Comments:

There were no visitors.

III. Approval of Agenda:

Jeff declared the Agenda approved.

IV. Disposition of Minutes:

The February Minutes were approved with a clarification in the Directors report regarding the digitized Chronicle. Joan moved to approve the modified minutes. Paul seconded the motion. The February Minutes were approved with clarification.

V. Approval of Bills:

Paul moved to approve the bills. Lori seconded the motion. The bills were unanimously approved.

VI. Unfinished Business:

The Board continues to discuss ways to celebrate the Library's tenth anniversary. Wendy reported that the Friends of The Library are willing to provide prizes for any contest that we might wish to do.

VII. New Business:

- a. The Library will be upgrading its server with Central College on May 6, the Thursday of Tulip Time. The question of whether the Library should remain open or close during this process was addressed. We will have no circulation system during the 4-6 hour installation or afterward during the system check making us unable to check items in or out. The Library could offer bathrooms and personal computer usage on a first-come-first-serve basis and the genealogy room. It was decided that the Library would remain open as the majority of customers will be out-of-towners looking for services other than book checkout.
- b. Sarah will conduct an S.W.O.T. session with the Board immediately following the April Board meeting.

VIII. President's Report:

Jeff confirmed that all Board members had received an email from City Manager Mike Nardini regarding the complaint filed by Richard Bangma against Wendy. Mr. Nardini has investigated and found no justification for the complaint.

IX. Director's Report:

- a. Wendy reported on the city Budget hearings. There were some specific questions about staff pay, DSL, HVAC system and light bulbs, but the first reading of the budget was approved.
- b. Due to continuous problems with the boiler, on February 17, a representative of Trane came and made changes to the heating system settings. He also trained Wendy, a city councilman, a city maintenance technician, and an employee of Van Sittert Plumbing and Heating on how to make changes to the heating and cooling settings. There have been no issues with the boiler since that time. A bill has not been received for that or for the repairs to boiler done by McGuinness in January.
- c. Computer classes are going well and there will be another session in the spring. The dollar deposit has worked well at eliminating no shows.
- d. The staff S.W.O.T. went well. The Board S.W.O.T. will be after the April Board meeting at which a committee will be appointed to make recommendations based on the information gathered.
- e. The winter reading programs have concluded. Adult participation was about the same as last year at 63 participants. Katie does not have a final count for the children's program.
- f. Wendy provided more information and options for upgrading our DSL service. A few more facts will be gathered and it will be discussed at the April Board Meeting.
- g. Wendy asked if the Board wanted to offer "Food for Fines" during National Library Week as we have the last couple of years. Sarah moved to do so. Joan seconded the motion. Food for Fines, April 12-16, was unanimously approved.
- h. Wendy reported that we have \$6,160.88 of State funds that need to be spent by June 30. She presented several options. Lori moved that the entire amount be put into materials which will allow the \$6,160.88 that is currently budgeted for materials to be saved for future needs. Paul seconded the motion. The motion was unanimously approved.
- i. Wendy reported on the many upcoming events at the Library.

X. Committee Reports:

- a. The Governance and Policy Committee presented minor changes and clarifications to the Circulation Policy. Joan moved to approve the changes. Paul seconded the motion. The changes were unanimously approved.
- b. The Governance and Policy Committee presented changes to the Fines and Fees Policy. Overdue fines for books and movies remain unchanged. Some other fees

were changed or clarified. Paul moved to approve the changes to the Fines and Fees Policy. Joan seconded the motion. The changes were unanimously approved.

XI. Adjournment:

Sarah excused herself at 5:15 pm. The remaining Board members adjourned at 5:50 pm. The next regularly scheduled meeting of the Library Board of Trustees will be Tuesday, April 13, 2010.