

## PELLA PUBLIC LIBRARY

Board of Trustees Meeting

January 8, 2013

**I. Call To Order:** President Bryce Dahm called the meeting to order at 4:00 p.m. Board members present: Mary Barnes, Bryce Dahm, Rebecca Manifold, Jeff Siewert, Joan Van Hal, and Sarah Cottington. Library Director Wendy Street was present. Board member John Evenhouse was absent. Sarah Cottington arrived at 4:05 p.m.

**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; Rebecca seconded the motion. The motion was unanimously approved.

**IV. Disposition of Minutes:** All Board members received the December 11, 2012 minutes prior to the meeting. Joan moved to approve the minutes as amended; Mary seconded the motion. The minutes were unanimously approved.

**V. Approval of Bills:** Wendy passed out an updated list of bills. After some general discussion and questions regarding the monthly bills, Rebecca moved to approve the January bills. Joan seconded the motion. The bills were unanimously approved.

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

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

- A. **Budget** – After review, general discussion, and questions regarding the FY2013/14 proposed budget (including the supplemental requests and the capital project improvement), Sarah moved to approve the proposed budget. Jeff seconded the motion. The proposed budget was unanimously approved. Wendy will present the proposed budget to the City Manager tomorrow and to the City Council in February.

**VIII. President's Report and Announcements:** Bryce received a complaint from a patron for the board to review. The issue and work process was discussed regarding how holds are placed and filled. Bryce will report back to the patron and offer a process solution of the family acquiring a family library account.

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

- A. **Zinio:** (Zinio - the digital magazine service) Digital magazines are now available through the Zinio link on our website at [www.cityofpella.com/library](http://www.cityofpella.com/library). Hopefully, Wendy will have some statistics next month.
- B. **LearningExpress:** Library went live on Dec. 18. To promote this free service, we have links on the library's webpage, handouts at the Circulation Desk and even signs in the bathrooms. Again, Wendy hopes to have some usage statistics next month.

### **C. Building and Grounds:**

- The main sump pump in the mechanical room failed on Dec. 16. A replacement has been ordered and is expected to cost around \$600.
- Sheila Bossard's father made a suggestion box for us and has also built a book bin for board books. He donated his labor, but Wendy has asked the Friends to reimburse him for materials.
- The alarm panel is now being monitored by SimplexGrinnell. This has been a goal of Wendy's for quite some time, but wasn't economically feasible because of the need for a phone line dedicated to the panel. Now that our HVAC system can be accessed by Trane via internet, we had a phone line available for the alarm panel. The annual monitoring is \$384.00.

### **D. Recent Gifts:**

- J.B. Dahm Foundation: \$2,000
- Linda Glendening: \$1,000
- Thomas Walker: \$500
- The Pella Community Foundation Endowment started by the Friends of the Library now totals \$17,117.

### **Staff activities:**

- Youth Services:** The LEGO club was a huge success and we will now have four groups meeting each month. Regular story times and tot times resume this month.
- Assistant Director:** Chris has been working on implementing both Zinio and Learning Express Library. He continues to work on upgrading the hardware and software of some of the Library computers. He worked with Andrew to resolve a virus issue.
- Director:** In December, Wendy renewed her state certification (due every 3 years), she worked on the state accreditation report (also due every 3 years and determines the library's funding level), prepared the budget proposal, and did her regular monthly programs at Hilltop and Vriendschap Village. The city manager appointed Wendy to serve as the city representative on the Convention and Visitor's Bureau (CVB) board, which meets monthly.

### **Upcoming events:**

- January 8 at 6:30 p.m.: Family Story Time.
- January 9 at 2:15 p.m.: Afternoon Movie.
- January 15 at 4:00 p.m.: Rock, Paper, Scissors. Kids in 3rd to 5th grade are welcome to join us for a new program.
- January 15 at 7 p.m.: L.E.M.M.I.N.G.S. Teen Group.
- January 16 at 2:45 p.m.: Afternoon Movie.
- January 17 at 7:00 p.m.: Genealogy Club will meet in the meeting room.
- January 22 at 4:00 p.m.: Students in PreK- 2nd grade are welcome to join us for stories and to make a small craft.
- January 26 at 10:00-11:30 a.m.: Book Bash! There will be activities based on the

children's book, "*Giraffes Don't Dance*," by Giles Andreae. The first 50 families with children ages 0-5 will receive a copy of the book courtesy of the Friends of the Pella Public Library. The Book Bash is sponsored by Families First and the Pella Public Library.

- January 31 at 12:00 noon: The Brown Bag Book Club will discuss, "*The Hare with Amber Eyes: A Hidden Inheritance*," by Edmund De Waal

**X. Committee reports:**

**Governance & Policy Committee:** Reviewed the Personal Appearance Policy (no changes recommended) Rebecca made a motion to approve the Personal Appearance Policy. Joan seconded the motion. The Board then voted to unanimously approve the Personal Appearance Policy.

**XI. Adjournment:** The meeting was adjourned at 5:05 p.m. The next regular meeting of the Library Board of Trustees will be February 12, 2013 at 4:00 p.m.

**XII. Trustee Training DVD:** The Board watched the Trustee Training DVD regarding the Iowa Open Meetings Law.