

PELLA PUBLIC LIBRARY

Board of Trustees Meeting

March 12, 2013

I. Call To Order: President Bryce Dahm called the meeting to order at 3:57 p.m. Board members present: Mary Barnes, Sarah Cottington, Bryce Dahm, Rebecca Manifold, Jeff Siewert, and Joan Van Hal. Library Director Wendy Street was present. Board Member John Evenhouse was excused.

II. Recognition of Visitors and Visitor Comments: Andrew Cottington was recognized as a visitor.

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

IV. Disposition of Minutes: All Board members received the February 2013 minutes prior to the meeting. Joan moved to approve the minutes; Jeff seconded the motion. The minutes were unanimously approved with the amendments.

V. Approval of Bills: All Board members received the March list of bills prior to the meeting. After some general discussion and questions regarding the monthly bills, Mary moved to approve the March bills. Rebecca seconded the motion. The bills were unanimously approved.

VI. Unfinished Business: There was no unfinished business.

VII. New Business: Board Member Mary Barnes had a question regarding Zinio. Wendy stated she would watch Mary log in and see if they can get prior months of the magazines Mary would like. Mary also asked if she could request music CDs with the library's online request form. Wendy said that she could.

VIII. President's Report and Announcements: The President did not have anything to report.

IX. Director's Report:

- A. **Zinio & Learning Express statistics:** Zinio: 43 magazines checked out Learning Express: 28 sessions, 36 page clicks.
- B. **Winter Reading Program statistics:** We have been doing winter reading programs during the month of February for several years now. Although participation varies, this program is easy to implement and inexpensive to do, so we plan to continue to offer it every February. Adult entries: 72 (down from 98 last year). Four weekly prize drawing were held. Each prize was a mug and a \$5 gift certificate. Children's program (for children ages 1 to children not in kindergarten): 56 finished Level 1 and 48 finished Level 2. The two level program seems to be a better fit for parents and children to complete during the short month and Katie plans to keep this format for next year. This year, the first prize was a mini pizza donated by Happy Joe's and the second prize was a book of

their choice from the previous Summer Reading Program prize books.

- C. **Budget Amendment:** Wendy submitted a budget amendment for the current budget year (FY12/13) to account for the \$10,000 gift from the Jaarsma Family to purchase the aviary. Because this was not an expected expense, it was not budgeted.
- D. **Computer Classes:** We offered a series of four computer classes starting in February and ending March 6. Each class was offered twice—once on Tuesday morning and once on Wednesday evening. A student from Central taught the classes. As usual, the evaluations were positive and the participants very appreciative of the service. For the first time in many years, the classes were not full and we did not have a waiting list, so we may have finally met the demand for these classes.
- E. **Building and Grounds:** Ryan replaced a belt on Air Handler one and several ballasts this month. The library's boiler failed on March 6. Excel Mechanical was called in to diagnose the problem and make repairs. They found and replaced a broken part. Because the boiler was completely flooded, many of the electronics also had to be replaced. As of Friday, we were already up to \$4,000 in parts alone. With three service trips, Wendy is sure the labor will be high as well. The dumbwaiter required a service call because the doors were able to be opened with the dumbwaiter at the bottom of the shaft. Wendy will provide the invoice when she receives it.
- F. **State Funding:** Our state funding totaled \$11,243.80 this year, much better than the \$8,031 we received last year, but still well below the high of \$13,833 in 2007. Of this year's funding, approximately \$6,520 is already spent or encumbered, leaving about \$4,723 to be spent by July 1. Wendy will have proposals next month for how to use this funding.
- G. **Staff activities:**
- **Youth Services:** We offered a Saturday Spanish Story Time on Feb. 23 with representatives from the Spanish Immersion Program at Pella Grade School. The program was well attended and will be offered again in March and April.
 - **Assistant Director:** Chris has been working on correcting issues related to book series, making them easier to find in the catalog and on the shelf. He created from scratch a new type of locked-down OPAC that is more stable, more user-friendly, and quicker than our traditional OPACs.
 - **Director:** Wendy worked on budget this month, weeded in the 700s, and planned LOTS of programs for March and April.
- H. **Upcoming events:**
- March 19 at 4:00 p.m.: Rock, Paper, Scissors – Kids in grades 3rd to 5th are welcome to join us for a new program. We will be making a craft and discussing books that we have been reading.
 - March 21 at 10:15 a.m.: Genealogy Club meeting.
 - March 26 at 4:00 p.m.: Stories and More - Students in PreK- 5th grade are welcome to join us for stories and make a small craft. No sign up is necessary.
 - March 28 at 12:00 noon: The Brown Bag Book Club will discuss A Tree Grows in Brooklyn by Betty Smith.
 - March 28 from 5:00 to 8:00 p.m.: John Liepa will display and discuss his baseball

memorabilia and cards from 5:00 to 7:00 p.m. and give his presentation “How Iowa Met Baseball: the Myths, the History, the Players” from 7:00 to 8:00 p.m. If you are a baseball fan, don’t miss this program!

- April 11 at 6:30 p.m.: Doug Wilson will provide a presentation on Iowa Coal Mining History. Mr. Wilson will display pictures of the Iowa Coal Mining towns.

X. Committee reports:

Governance & Policy Committee: The Committee reviewed the Computer & Internet Policy with a few minor changes. The Board reviewed the Computer & Internet Policy and the recommended changes. Joan made a motion to approve the Computer & Internet Policy with the recommended changes. Mary seconded the motion. The Board then voted to unanimously approve the Computer & Internet Policy with the recommended changes.

XI. Adjournment: The meeting was adjourned at 4:19 p.m. The next regular meeting of the Library Board of Trustees will be April 9, 2013 at 4:00 p.m.

XII. Trustee Training DVD: The Board watched the Trustee Training DVD regarding Planning.