

Pella Public Library

Board of Trustees Meeting, Tuesday, July 13, 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, July 13, 2010, by Acting Vice President Joan Van Hal. Board members present were Grace Edouard, Bryce Dahm, Sarah Cottington and Lori Fredrickson. Library Director Wendy Street was also present. Board members Jeff Sadjak and Paul Scott were absent with notice.

II. Recognition of Visitors and Visitor Comments:

No visitors were present

III. Approval of Agenda:

Lori moved to approve the agenda. Bryce seconded the motion. The agenda was unanimously approved.

IV. Disposition of Minutes:

Jeff requested, via a previous email, that the Board's "thanks" to Don Baker be added under the President's report. Bryce moved to approve June minutes with addition. Sarah seconded the motion. The minutes were unanimously approved.

V. Approval of Bills:

Due to several additions Wendy gave each Board member a revised list of bills. With regard to a Trane bill, Wendy explained that the air handler and compressor are not communicating, therefore, air handler 2 is running continually to keep it from freezing up. This could add to the electric bill next month. Lori moved to approve the bills. Sarah seconded the motion. The bills were unanimously approved.

VI. Unfinished Business:

No unfinished business.

VII. New Business:

- a. Bryce moved to approve the slate of officers proposed at the June meeting. Sarah seconded the motion. The slate of officers was unanimously approved. (Jeff-President; Joan-Vice President; Lori-Secretary)
- b. Wendy presented the final progress report for the 2007/08-2009/10 Plan for Service and explained how she interpreted the data. Most goals were met or are ongoing, the one exception would be adult circulation which, excluding DVD and VHS circulation, did not increase 3% per year.
- c. Wendy went over her written summary of the 09/10 Annual Statistics. Trends and other items were noted.

VIII. President's Report:

Joan reported that Committee assignments will be made at the August meeting.

IX. Director's Report:

- a. Wendy has received 20 applications for the Assistant Librarian position with several appearing to be very strong candidates. Discussed how or whether the Board wanted to reimburse out-of-town candidates for travel. Several options were discussed including eliminating travel costs by the use of Skype. No conclusion was

reached. Wendy will notify Board members of interviews via email so that they can attend, if desired.

- b. The DSL upgrade with Lisco has been completed. The only issue is that the signs they gave us to post (in order to get service at a lower price) are larger than what Wendy agreed to. Wendy will let the salesperson know that we are posting 8 1/2 x 11 signs.
- c. An upgrade of our circulation system, Millennium, was completed on June 24. After one more upgrade, planned for August, we will be running the latest version of the system. Upgrades were not made until now because our old server could not handle the software.
- d. Per phone conversations, Trane believes that the air handler freeze up (reported under "Bills") is due to a Freon leak. Ryan in Building Maintenance will find a local company to find it and fix it.
We will replace one of our three sump pumps this month.
The replacement of light bulbs in the globe fixtures of the great room will begin next week.
- e. Wendy has received a complaint about noise from a hard-of-hearing gentleman who is often the one guilty of loud talk (apparently without realizing it). Wendy explained that while staff sometimes has to ask visitors to lower their voices, they do not enforce a strict quiet. The Board agreed that with the Children and Adult sections of the Library on the same level and with no partition between them, strict quiet is an unreasonable expectation.
Wendy also made the Board aware that this same gentleman has a problem with losing Library materials, denying it, becoming defensive, and yelling at staff. While the yelling is probably due to his hearing loss, Wendy has to step in and handle the situation. The patron has never been charged for materials and they usually appear at a later time. It is agreed that his behavior is probably due to an age related decline but he has no family in this area with whom to speak.
- f. Wendy reported on upcoming events.

X. Committee Reports:

No reports

XI. Adjournment:

Bryce moved to adjourn the meeting. Sarah seconded the motion. The meeting was adjourned unanimously at 5:30 pm. The next regularly scheduled meeting of the Library Board of Trustees will be Tuesday, August 10, 2010.

After adjournment, Sarah added that she has started a new job in Des Moines that requires some travel. Sarah expressed her commitment to the Library and her desire to fulfill her Board commitment though her new job may make that difficult.