

Pella Public Library

Board of Trustees Meeting, Tuesday, August 10, 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, August 10, 2010, by President Jeff Sajdak. Board members present were Grace Edouard, Bryce Dahm, Joan VanHal and Lori Fredrickson. Library Director Wendy Street was also present. Board members Sarah Cottington and Paul Scott were absent, Sarah with notice, Paul without.
- II. Recognition of Visitors and Visitor Comments:

No visitors were present
- III. Approval of Agenda:

Bryce moved to approve the agenda, Joan seconded the motion. The motion was unanimously approved.
- IV. Disposition of Minutes:

Bryce moved to approve the July minutes. Joan seconded the motion. The July minutes were unanimously approved.
- V. Approval of Bills:

After some review, Lori motioned to approve the bills. Joan seconded the motion. The bills were unanimously approved.
- VI. Unfinished Business:

No unfinished business.
- VII. New Business:
 - a. After today's meeting, the Board will watch a Trustee DVD on the proper role of a trustee in the library budget process.
- VIII. President's Report:
 - a. Jeff reported that the new (2010/2011) committee assignments are as follows:
Joan, Bryce and *Sarah - Governance and Policy Committee
Paul , Grace and *Lori – Personnel and Nominating Committee
(*returning member)
- IX. Director's Report:
 - a. Wendy reported that Sara Scheib has accepted the Assistant Library Director position. Sara is currently the Emerging Technology Librarian at Kirkwood Community College and is expected to provide strong technological expertise to the Library. She will report for orientation on September 7.
 - b. A new shelver has been selected and will be hired after completion of a background check.
 - c. The summer reading programs are over. Katie is still compiling numbers for the children's programs but knows that, when compared to last summer, more logs were passed out and returned and more prizes were given. The number of pages read by Teens is up.

Participation in the adult reading program was down leading Wendy to believe that either we need a new program or we need better promotion of the one that we have.

- d. Ryan has not been able to address the Library's building issues including; bulbs in the great room, new sump pump and fixing the air handler, due to more pressing seasonal issues in the city. It may be Fall before he starts on the bulbs.
 - e. The Board needs to decide what to do with Library's trust fund 150. Some CD's in the fund have matured or will mature in the next couple of years. The City Manager recommends rolling it over into the City's investments where it will be tracked separately but will be likely to earn better interest than it does now. Other options would be to leave it where it is or shop around for a better interest rate. After discussion, Bryce moved that the Fund be moved in with the City's investments. Joan seconded the motion. A vote was taken and the Board unanimously agreed to roll Fund 150 into the City's investments. In this discussion it was noted that Library fund 151, which is used for liquidity, has over \$90,000 in it. A question arose as to whether the Library needs that much liquidity and whether or not some of that money should be invested for a better return. Jeff asked the Governance and Policy committee to determine whether or not we need an investment policy to help guide us in these decisions and, if so, prepare one to present to the Board.
 - f. Millenium upgrades have not been completed because the Central tech librarian is on vacation. Wendy expects them to be completed before school resumes.
 - g. Lisco is fine with the 81/2 x 11 signs that Wendy posted.
 - h. Wendy reported that the Library has received three memorials for the purchase of new materials.
 - i. Wendy gave a written report of accounts turned over to collection. She explained her reasoning for when and why accounts are turned over. Jeff asked that she check to see if there is a written policy and work toward establishing one if not.
 - j. Wendy reported on upcoming events.
- X. Committee Reports:
No reports
- XI. Adjournment:
Jeff declared the meeting adjourned at 4:45 pm but all members and Wendy remained to watch the Trustee DVD. The next regular meeting of the Library Board of Trustees will be Tuesday, September 14, 2010.