

PELLA PUBLIC LIBRARY

Board of Trustees Meeting

April 9, 2013

I. Call To Order: President Bryce Dahm called the meeting to order at 4:04 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 but arrived to the Board Meeting at 4:56 p.m. Board Member Jeff Siewert left the meeting at 5:02 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; Joan seconded the motion. The motion was unanimously approved.

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

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

VI. Unfinished Business: There was no unfinished business.

VII. New Business:

A. State Funding Allocation for 2013 – Joan motioned to approve the submitted 2013 State Funding Allocation. Rebecca seconded the motion. The 2013 state funding priorities were unanimously approved.

B. Board vacancies (Bryce & Joan) - Both open positions will need to be residents inside the Pella City Limits. To keep the board gender neutral, one open position will need to be a female and one open position will need to be a male. Board recommended checking back with two of the past applicants and the board will also make individual recommendations.

C. SWOT follow-up discussion – SWOT - 2013 Library Plan for Service - The library staff, board of trustees and Friends board held a joint SWOT (Strengths, Weaknesses, Opportunities, Threats) exercise on March 22. The notes from that meeting are attached.

Next steps include:

1. Discuss the SWOT notes (April board meeting)
2. Decide what services we want to focus on in the next five years and what services are less important or could be phased out (April board meeting).
3. Review/revise the Mission Statement and Goals (April board meeting).
4. Draft revision attached.
5. Draft “Activities” and “Measures” for each Goal area, assign staff and set completion dates (May and/or June board meeting).

6. Adopt a Plan for Service (June or July board meeting)

D. Mission & Goals for next Plan For Service – Wendy discussed adjusting the Mission & Goals, which originally reflected the five service focus areas and instead have them be more functional and reflect everything, which was discussed at the SWOT Analysis.

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

IX. Director's Report:

A. Zinio & Learning Express Statistics: Learning Express: 11 sessions, 69 page hits Zinio: 78 magazine checkouts in March. We followed up with Zinio on Mary's question about the availability of back issues. They are "diligently working" to resolve this issue.

B. Building & grounds: GAS BILL – meter is not working. The bill from Excel Mechanical for boiler repairs is in this month's list of bills. It is not as bad as expected, although it is still \$4,782.26. We had an emergency call on the dumbwaiter on February 28. The dumbwaiter was operating with the outer doors open, a safety issue. We received a bill from Kone for \$1,513.28 for a 1 1/2 hour service visit. Wendy disputed this bill, and they lowered it to \$975.00.

C. Staff activities:

- **Youth Services:** Katie has been working on Summer Reading Program and setting up school visits.
- **Assistant Director:** Chris attended a continuing-education cataloging workshop, and wrote procedures so other staff may benefit from the information. He continued to work on adding materials to the Heritage Room, and investigated options for installing a screen to display library announcements.
- **Director:** Wendy did her regular monthly program at Hilltop, planned the Adult Summer Reading Program, and began drafting goals and activities for the new Plan for Service. Wendy publicized the many adult programs taking place in March and April. Wendy also attended a webinar on "signature library events."
- All three supervisors attended a 4-hour supervisory training session on March 7. The topics were discipline and ethics. The library staff provided lunch for the Public Works staff on April 3 and the Parks staff on April 4 as a "thank you" for all the help they give us throughout the year.

D. Upcoming events:

- April 8 at 7:00 p.m.: Screening of Green Fire, a documentary about Aldo Leopold and his impact on the conservation movement.
- April 9 at 6:30 p.m.: Evening Story Time. Kids and parents join us for an evening story time with stories, songs and small craft. Story time is suggested for ages 3 and up.
- April 9 at 7:00 p.m.: L.E.M.M.I.N.G.S. Teen Advisory Board. Any student in 6th grade and higher is welcome to join us for our monthly program.
- April 11 at 6:30 p.m.: Coal Mining In Iowa. Local historian Doug Wilson will share stories about the Consolidation Coal Company and the communities of

Muchakinock, Buxton, Haydock and Bucknell.

- April 13-22: Friends of the Library Spring Cleaning Book Sale
- April 15-20: Food for Fines week
- April 16 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 make a craft and discuss books that we have been reading.
- April 18 at 10:15 a.m.: Genealogy Club meeting in the Heritage Room.
- April 23 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.
- April 25 at 12:00 noon: The Brown Bag Book Club will discuss Death and the Penguin by Andrey Kurkov in the library Meeting Room.
- April 30 at 10:00 a.m.: Friends of the Library Annual Meeting in the Meeting Room. All members are invited. At this meeting, new officers will be elected and a by-laws change will be considered.
- Money Smart Week @ your library Increase your money smarts by attending these informative programs. Please call the library to save your spot.
 - April 23, 3:00 to 4:30 p.m.: Investing Amid Uncertainty
 - April 23, 6:30 to 8:00 p.m.: Investing Amid Uncertainty
 - April 24, 2:00 p.m.: Protect Yourself from Identity Theft
 - April 25, 3:30 p.m.: Saving the Earth with Art
 - April 25, 7:00 to 8:30 p.m.: Couponing to Save \$\$\$

X. Committee reports:

Governance & Policy Committee: The Committee reviewed and made recommendations to revise the Unattended Children Policy. The Committee reviewed and made recommendations to revise the Reference Policy revision and also made the recommendation to update the policy name to the Patron Assistance Policy. The Board reviewed the Unattended Children Policy and the Patron Assistance Policy and the recommended changes. Sarah made a motion to approve the Unattended Children Policy and the Patron Assistance Policy with the recommended changes. Joan seconded the motion. The Board then voted to unanimously approve the Unattended Children Policy and the Patron Assistance Policy with the recommended changes.

XI. Adjournment: The meeting was adjourned at 5:29 p.m. The next regular meeting of the Library Board of Trustees will be May 14, 2013 at 4:00 p.m.