

**Pella Public Library  
Board of Trustees Meeting,  
Tuesday, October 12, 2010**

**I. Call to order:**

The regular meeting of the Pella Public Library Board of Trustees was called to order at 4:00 p.m. on Tuesday, October 12, 2010, by President Jeff Sajdak. Board members present were Bryce Dahm, Joan VanHal, Paul Scott and Grace Edouard. Lori Fredickson was absent with notice. Sarah Cottington joined the meeting ten minutes later. Library Director Wendy Street was present as well.

**II. Recognition of visitors and visitors' comments:**

No visitors were present.

**III. Adoption of agenda:**

Bryce made a motion to adopt the agenda. Joan seconded the motion. The agenda was unanimously adopted.

**IV. Approval of minutes:**

Two revisions were noted after which a motion was made by Jeff for approval of the minutes. Joan seconded the motion. The minutes were unanimously approved.

**V. Approval of bills:**

Wendy mentioned the library's continued credit with IA Telecom. Bryce inquired about the repairs done to the HVAC system. Excel's invoice is listed on the bill; the library awaits the bill from Trane. Paul had questions regarding magazines subscriptions and whether there were specified check-out data available for them. Wendy answered these questions satisfactorily. Joan made a motion to approve the bills. Paul seconded the motion. The bills were unanimously approved.

**VI. Unfinished business:**

No unfinished business.

**VII. New Business:**

a. *Discussion and adoption of 2011 holiday hours:*

After a short discussion regarding certain holidays and whether or not to make the library's bathrooms available on the Saturday during Tulip Time the board decided to make no changes to the proposed closing times on the holiday schedule. The library will not open to make the bathrooms available for Tulip Time attendees. Joan made a motion

to approve the proposed schedule without changes. Bryce seconded the motion. The 2011 holiday hours were unanimously approved.

b. *Date for December staff in-service:*

Wendy proposed to have the staff in-service on either December 10 or 17 with a preference for the 10<sup>th</sup>. Paul motioned to have the staff in-service on December 10, 2010. Joan seconded the motion. The motion was unanimously approved.

Wendy explained the program for this particular day. In the morning, Ms. Karen Burns from Council Bluffs will lead a workshop on e-books and various other technology related issues pertaining to public libraries. Part of this workshop is a “technology petting-ZOO” whereby library staff can get a hands-on experience with the latest technological innovations. Library board members are welcome to attend. The afternoon offers particular training and re-training sessions for certain skills and equipments.

c. *Choosing Writing Contest winner(s):*

Discussion on selecting a winner was moved to the end of the meeting, thereby allowing Grace to abstain from the jury selection process due to family conflict.

Wendy handed out a sheet listing all the participants in the contest. It was decided to take the essays home for evaluation. Artwork will be on display in Wendy’s office. In addition to the Grand Prize of 100 Pella Bucks, there will be four \$10 prizes for: children under 12, teens (13-18 year olds), adults and an honorary mention. The board will reconvene to discuss and choose the winning entries on Saturday morning, October 16, at 10:00 a.m.

d. *Trustee training DVD:*

This item was moved to the end of the meeting. At that point it was determined by consensus to carry this DVD over to the next meeting.

### **VIII. President’s Report and Announcements:**

No President’s report.

### **IX. Director’s Report:**

a. *Building issues:* HVAC issues have been resolved.

b. *Tenth anniversary:* Wendy updated the board on several activities relative to this festive event, including a picture treasure hunt, an amnesty week and the handing out of bookmarks. Every 10<sup>th</sup> bookmark-recipient will also receive a candy. She also urged the board members to fill out the “Top Ten” booklist. Twenty-three entries were submitted for the library’s writing/drawing contest.

c. *Scanning and color printing:* Wendy presented her research regarding pricing of color image print-outs and scanning services. The Pella Public Library has developed a form for patrons who would like to use scanning services. This form allows the patron to specify particular document types and to indicate the mode of storing and/or transferring the scanned document(s).

After a short discussion Joan made a motion to set the price for color printing and scanning at \$1,00 per image. The motion was seconded by Bryce and unanimously approved.

Jeff asked the Governance and Policy Committee to include the printing and scanning fee in their policies.

- d. *Computer classes*: Wendy reported that the computer classes went very well and a new class is planned for the winter. The one dollar deposit has helped to eliminate no-shows.
- e. *Iowa Library Association Conference*: Wendy, Sara and Katie will attend this conference from October 13-15. In their absence the Library Assistant with the most seniority will be in charge of the library.
- f. *Pella Reads*: In addition to the information given about this event, Wendy added that the Pella Community School has incorporated the children's version of *Three Cups of Tea* in their 5<sup>th</sup> grade curriculum. Whether Pella Christian Grade School will do the same is not certain. It is also uncertain if more book discussions will be held on this particular book.
- g. *Friends Fundraiser*: The Friends have collected a variety of bags from local celebrities to be sold at a silent auction. These bags will be on display in the library on October 18.

#### **X. Committee Reports:**

Review of 1) Circulation Policy, 2) Personal Appearance Policy and 3) Gifts/donations Policy. After a short discussion Bryce made a motion to approve the Policy reviews as presented by the committee. Joan seconded the motion. The Policy reviews were unanimously approved.

#### **XI. Adjournment:**

The meeting was adjourned at 5:20 p.m. The next regular meeting of the Library Board of Trustees will be on Tuesday, November 9, 2010.

Submitted by:

Grace Edouard