

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
May 14, 2013

**I. Call to Order:** President Bryce Dahm called the meeting to order at 4:00 p.m. Board members present: Mary Barnes, Sarah Cottington, Bryce Dahm, John Evenhouse, Rebecca Manifold, and Joan Van Hal. Library Director Wendy Street was present. Board Member Jeff Siewert was excused.

**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; Rebecca seconded the motion. The motion was unanimously approved.

**IV. Disposition of Minutes:** All Board members received the April 9, 2013 Minutes, prior to the meeting. Joan moved to approve the minutes as amended; John 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:**

- A. Board Vacancies** – All Board members reviewed board candidate applications presented by Wendy. A ballot election was then held with each Board member voting on their two candidates. There were no ties. The two names selected by the Board to be forwarded to the Mayor and Council are Jane Koogler and Praveen Mohan.

**VII. New Business:**

- A. Change July 25 hours for RAGBRAI?** RAGBRAI – Wendy suggested the library change its hours to accommodate RAGBRAI. The streets will be closed 6 a.m. to 2 p.m. on July 25<sup>th</sup>. To better serve RAGBRAI riders, the library will be open 7:00 a.m. to 8:00 p.m. The bathrooms will be open at 6:00 a.m. Adjusting the hours in this way will not require any additional staff hours. The Board voted unanimously to approve this.
- B. Change August Meeting** – There was a request to change the date of the August meeting. The 20<sup>th</sup> of August (one week later) was proposed and a motion was made. Mary moved to change the August Board meeting to August 20<sup>th</sup>. Rebecca seconded the motion. The Board unanimously approved the motion.
- C. Plan of Service Draft** – Each Board member was provided a copy of the first draft of the proposed Plan of Service. Discussion was held.

**VIII. President's Report and Announcements:** This past month, Bryce received an email from a publisher requesting information on Pella History. He referred them to the Pella Historical Society.

**IX. Director's Report:**

- A. State funding update** -The new library cards have arrived and the bill is included in this month's list of bills. The flat screen display has been purchased and mounted at the Circulation Desk. We are waiting for the electrician to install an outlet before we can put it to use. Wendy has not received the bill for the monitor yet. Wendy placed the order to digitize 30 reels of the *Pella Chronicle*.
- B. Food For Fines** - We waived \$59.60 in fines during Food For Fines week. Wendy took several boxes of donations to the Food Shelf.
- C. Zinio & Learning Express statistics** –
- Learning Express: 2 sessions, 86 page hits
  - Zinio: 27 magazine checkouts
- D. Building and Grounds** - A lightning strike or electrical surge hit the library on April 17. Items damaged or destroyed included: three Ethernet switches, three computers, one color laser printer, one multifunction color printer/copier/scanner, one Ethernet card, one OnBoard Ethernet connection for a computer, and the digital counting mechanism for our copier. So far everything has been replaced or repaired except the multifunction printer. It still works, but can't be networked. Assistant Director Chris Brown and IT consultant Andrew DeHaan did a great job getting us back up and running quickly. We were without Internet access for a short time and without public printing for a day, but otherwise inconvenience to the public was minimal. Several other city facilities had damage as well, so the city is submitting an insurance claim for the damaged equipment. The boiler stopped running in early May. We had a service call on May 8 and the technician will be back on May 13.
- E. Staff activities** –
- **Youth Services:** Katie has been working to finalize the Summer Reading Program and planning school visits. At the end of April, she attended a conference for children's librarians in Des Moines.
  - **Assistant Director:** This month Chris repaired damage from a building power surge that caused some computers and other items to fail. He also created a procedure and is having desk staff collect statistics on how often the security gate goes off.
  - **Director:** Wendy attended the Iowa Small Library Association spring meeting on April 12. She planned the adult Summer Reading Program, and did her regular monthly program at Hilltop.
- F. Wendy's vacation** - Wendy is taking vacation July 29 to August 9.
- G. Upcoming events** –
- May 21 at 4:00 p.m.: Rock, Paper, Scissors – Kids in grades 3rd to 5th grade are welcome to join us for a new program. We will be making a craft and discussing books that we have been reading.
  - May 24 at 10:30 a.m.: Spanish Story Time.
  - For Memorial Day, the library will be closed on Sunday, May 26 and Monday, May 27.
  - May 30 at 12:00 noon: Brown Bag Book Club meets to make their selections for the coming year.
  - Summer Reading programs start Monday, June 3.

**X. Committee reports:** There were no committee reports.

**XI. Adjournment:** The meeting was adjourned at 5:29 p.m. The next regular meeting of the Library Board of Trustees will be June 11, 2013 at 4:00 p.m.