

Pella Public Library
Board of Trustees Meeting
Tuesday, November 9, 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, November 9, 2010, by President Jeff Sajdak. Board members present were Bryce Dahm, Joan VanHal, Grace Edouard, and Lori Fredrickson. Sarah Cottingham and Paul Scott arrived late. Library Director, Wendy Street, was also present.

II. Recognition of visitors and visitor comments:

There were no visitors

III. Approval of Agenda:

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

IV. Minutes:

Bryce moved to approve the minutes. Joan seconded the motion. The minutes were unanimously approved.

V. Bills:

Wendy passed out an updated version of the November bills; Iowa telecom is still a credit, the Lisco bill is for 2 months service, the large Ebsco bill is almost the entire year's subscriptions.

Joan moved to approve the bills. Bryce seconded the motion. The bills were unanimously approved.

VI. Unfinished business:

None

VII. New Business:

- a. Budget priorities: See Director's Report
- b. A Trustee training DVD will be watched after the meeting tonight.

VIII. President's Report and Announcements:

None

IX. Director's Report:

- a. Budget: The 2011/2012 is due January 2, 2012. If Wendy receives her target number from the City on November 15, as scheduled, it will allow the Board to have input at our next regular meeting in December. In the event that the target number is not received by the time of that meeting, Wendy asked the Board for input on how to proceed.

The expectation is that the total budget will increase very little, if any, while inflation will cause several items to consume a larger proportion of the budget. (There are already noticeable increases in the cost of electricity, cleaning supplies and office supplies.) These increases will cause reductions in other areas without an infusion of money from somewhere.

Jeff read from the December 2009 minutes and the Board agreed to adopt that position again this year, namely that money from the 151 trust fund should be used to make-up any shortfalls and to keep the budget as its current level.

- b. Personnel proposal: Wendy reported that the Library is short staffed for the large crowds experienced on Mondays in the summer and short staffed on Sundays when there is only a shelver and a desk person on hand. Bryce asked about self-checkout to alleviate the problem. Wendy reported that only about 30% of patrons use the self-checkout machine and that it can't alleviate the check-in problem. Wendy proposed that Library employee Teresa Butler work four hours on Mondays and that the Sunday shelver start work ½ hour before the Library opens on Sundays. This should solve the problem with minimal expense. The Board agreed that this should be budgeted for in the coming year.
- c. 10th anniversary: Wendy reported that she received many positive comments about the Library's tenth anniversary activities. One person who entered the "what the Library means to you" contest complained that her entry did not receive a just reward.
- d. Wilbor: The WILBOR consortium is adding ebooks that will be available Dec. 1. Our initial cost is \$175 and our yearly cost will be \$350.
- e. Friends: Friends of the Library has had a good year, taking in more than \$14,000. The fall book sale netted more than \$900.
- f. Weeding: Wendy is heavily weeding books on cassette and videotapes due to lack of space.
- g. Grant Proposal: Wendy is writing a grant proposal to the Pella Community Foundation. Her proposal is for a series of informational programs on "green" topics. The grant also asks for funding to add books on the subject for children and adults.
- h. Annual Report: Each Board member received a copy of the annual report.
- i. Upcoming events: Wendy highlighted a few upcoming events, including the conclusion of the Friends silent auction on Nov. 18

X. Committee Reports:

The policy committee presented proposed changes to the Fines and Fees Policy. Wendy explained that the difference in cost of color computer copying and color photocopying is due to the type of printers involved and their ink usage and employee time. Paul moved to accept changes to the Fines and Fees Policy. Sarah seconded the motion. The policy was unanimously approved.

XI. Adjournment

The meeting was adjourned at 4:50 pm. All members stayed to watch a Trustee training DVD on the role of the trustee in policy making. The next regular meeting of the Pella Library Board of Trustees will be on December 14, 2010 at 4:00 pm.