

PELLA PUBLIC LIBRARY BOARD
Board of Trustees Meeting
Tuesday, December 14, 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, December 14, 2010, by President Jeff Sajdak. Board members present were Bryce Dahm, Joan Van Hall, Paul Scott and Lori Fredrickson. Library Director, Wendy Street, was also present. Board members Sarah Cottington and Grace Edouard were absent with notice.

II. Recognition of Visitors and Visitor Comments:

There were no visitors.

III. Approval of Agenda:

Bryce motioned to approve the agenda. Paul seconded the motion. The agenda was unanimously approved.

IV. Minutes:

Two spelling errors were pointed out. Bryce moved to approve the minutes with corrections. Joan seconded the motion. The minutes were unanimously approved.

V. Bills:

Wendy pointed out that the Iowa Telecom bill is still a credit and that she believes that the Library is receiving a double credit in error. She called Iowa Telecom and pointed this out and they agreed, but the credit continues. At some point we will probably receive an unusually high bill. Paul moved to approve the bills. Bryce seconded the motion. The bills were unanimously approved.

VI. Unfinished Business:

No unfinished business

VII. New Business:

a. Budget for Fiscal year 2011/2012

Wendy did receive her target budget numbers for FY 11/12 from the city. By increasing the amounts in some line items and decreasing others, Wendy was able to meet the target numbers without dipping into the Library's gift funds. These line items are explained in her written overview of the FY 11/12 budget.

Since the printing of the Overview, Wendy has had to add a request for Capital Improvement. Trane has indicated that the Library's current HVAC system controller unit is obsolete and while they can continue to repair it as needed, they cannot order parts for it. In the eventuality that a part needs to be replaced, the entire system will need to be replaced. Wendy made a request for \$16,600.00 in the year 2012/2013 in hopes that our current system will last until then.

Also since her Overview was printed, Wendy has also made a supplemental request for \$350.00 to replace the Library's 7 fire extinguishers. The current 10# fire extinguishers will expire in 2011 meaning that ABS Fire Equipment can no longer recharge them if they leak or are used. The request for \$350.00 is to replace them with 5# extinguishers, which are almost half as expensive and sufficient to meet our needs according to ABS Fire Equipment.

Paul moved to approve the budget. Joan seconded the motion. The budget was unanimously approved.

- b. The Three Year Plan progress report that Wendy usually gives in December is postponed until January due to budget discussions.

VIII. President's Report:

Jeff reported a complaint from a patron. This patron does a lot of genealogy work and then donates it to the library. He is unhappy that it is not catalogued faster. Wendy explained that, while his genealogy work is appreciated, requested materials and new items for the general collection take precedent. Donated, unrequested items are always a lower priority. The gentleman seemed satisfied when Jeff explained this to him.

IX. Director's Report:

- a. Happily, the Wilbor consortium has added 700 eBooks.
- b. The Friends Old Bags fundraiser raised \$848. Friends recently purchased bulletin boards and a couch for the Young Adult section of the Library.
- c. Light replacement is done and has made a huge difference. In the future, the bulbs will have to be budgeted for in a different manner. Their cost was less than \$3,000.00 and CIP requests must be at least \$5,000.
- d. The December 10 in-service featuring a "technology petting zoo" was a success and very timely with its emphasis on eBooks and eReaders.
- e. Updates to the Library's computer system are allowing us to offer a new service of pre-overdue notices. Courtesy notices (on items other than DVD's and videos) will be automatically sent out to patrons for whom the Library has an email address.
- f. Wendy will be on vacation the week between Christmas and New Year's. Sara and Katie are in charge. Sara's extension at the Library is 15 and her cell phone is 319-530-4290. Katie's extension is 14 and her cell number is 641-629-0242.
- g. Wendy reported on December's upcoming events.

X. Committee Report:

In response to the Trustee DVD that was watched at last month's meeting, the policy committee presented a draft for a Board of Trustees Ethics Policy; one that is to be signed by each incoming Board member. Bryce moved to approve the policy. Joan seconded the motion. The motion was unanimously approved. Wendy will bring copies to the next meeting for current Board members to sign.

- XI. Jeff declared the meeting adjourned at 5:10 p.m. The next regular meeting of the Library Board of Trustees will be January 11, 2011.