

PELLA PUBLIC LIBRARY

Board of Trustees Meeting

June 11, 2013

- I. **Call to order.** President Bryce Dahm called the meeting to order at 4:00 p.m. Members present: Bryce Dahm, Joan Van Hal, Jeff Siewert, Rebecca Manifold, John Evenhouse, and Mary Barnes. Board member Sarah Cottington was absent with prior notification.
- II. **Recognition of visitors and visitors' comments.** Newly appointed board members Jane Koogler and Praveen Mohan were in attendance. Introductions were made all around.
- III. **Approval of agenda.** Joan moved to approve the agenda; John seconded the motion. The agenda was unanimously approved.
- IV. **Disposition of minutes.** All board members received the May 14, 2013 minutes prior to the meeting. Rebecca moved to approve the minutes as received; Mary seconded the motion. The minutes were unanimously approved.
- V. **Approval of Bills.** All board members received the list of bills prior to the meeting. Mary moved to approve the bills; Jeff seconded the motion. The bills were unanimously approved.
- VI. **Unfinished Business.** The proposed draft of the 2013-2018 Plan for Service was distributed to board members prior to the meeting. After a brief discussion Rebecca moved to approve the Plan for Service. John seconded the motion and it was unanimously approved.
- VII. **New Business**
 - a. Election of officers. The Personnel/Nominating committee presented the following slate of officers:
 - Mary Barnes, President;
 - Jeff Siewert, Vice President;
 - Sarah Cottington, Secretary.John moved to elect the proposed slate of candidates; Joan seconded the motion. The candidates were elected unanimously.
- VIII. **President's Report and Announcements.** The President had no announcements.
- IX. **Director's Report**
 - A. Summer Reading Program: The library was a busy place during the first week of summer reading! Approximately 650 reading logs were handed out in the first week. Some kids who started reading right away have already earned prizes.
 - B. Friends of the Library fundraising event: The Friends of the Library are planning a "Chocolate Extravaganza" fundraising event on Sept. 12. The Friends would like to have advance tickets available for sale in the library. Wendy asked if the Board was comfortable

having the library staff handle the advance sales. After a brief discussion, a consensus was reached that it was acceptable for the library staff to handle the advance ticket sales at the Circulation Desk.

C. Meeting room clarification: Wendy noted that our meeting room policy specifies “no buying and selling” can take place in the meeting room without prior board approval. Long ago, the board discussed and decided that charging admission to a meeting was considered “buying and selling” and we denied a meeting room request on that basis. Wendy asked for clarification as to whether or not the current board was comfortable with this interpretation, or whether we should allow classes who charge tuition. After some discussion, Rebecca recommended that we refer the policy to the policy committee who will review the policy and make a recommendation at a future meeting.

D. Zinio & Learning statistics. Wendy reported the following statistics:

Learning Express: 6 sessions, 2 page hits

Zinio: 39 magazine checkouts

E. Building and Grounds

There is a bill in this month’s list from C.H. McGuiness for boiler repairs. They replaced a “modutrol” motor and a relay.

The Building Maintenance Technician (Ryan) replaced the light bulbs in the Heritage room in May. This requires a lift, so he normally only does it on a five year cycle. Unfortunately, almost all of the can lights were burned out, and it was pretty dim without them.

The in-ground lights in the library landscaping are not working, and apparently haven’t been for some time. Because we are already over budget on building repairs, Wendy decided not to attempt to repair them this year.

Because of lighting issues in the Biography area, the library staff decided to swap the positions of the Biography shelves and the Teen seating area. Ryan Waddell had a crew put up the new shelves and took down the old ones in May. The library staff is excited about plans for the new Teen area.

The Lib-Stat wireless counter developed problems, so we stopped using it on May 10. As a result, our wireless statistics for the months of May and June will be incomplete. Chris has come up with a short-term solution for counting our wireless use. He and Andrew DeHaan (the city IT consultant) are working on a long-term solution, which will probably involve replacing our current wireless access points.

F. Staff activities

Youth Services: Katie visited the schools in May to talk about the summer reading program and spent the rest of her time finishing up plans for the summer reading program.

Assistant Director: This month, Chris worked with Innovative and Central College to resolve a problem with some library patrons being unable to receive courtesy notices via e-mail. He

also worked to implement the announcements display screen over the front desk, as well as create procedures for its use.

Director: In May, Wendy did a program for the Pella Women's Club, attended the Brown Bag Book Club, served on the program committee for the Ladies Social and Literary Society, and did her regular monthly program at Hilltop. She did a board orientation for Praveen Mohan.

X. Committee reports

- a. Personnel/Nominating committee: The Director's annual evaluation was distributed to all board members prior to the meeting. The Personnel committee and Library Director signed the completed evaluation. Wendy will forward a copy to the City Manager.

XI. **Recognition of Outgoing Board members.** Bryce Dahm and Joan Van Hal were thanked for their years of service on the Library Board. Treats were enjoyed.

XII. **Adjournment:** The meeting was adjourned at 5:00 p.m. The next regular meeting of the Library Board of Trustees will be July 9, 2013.