

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
August 20, 2013

I. Call To Order: President Mary Barnes called the meeting to order at 4:05 p.m. Board members present: Sarah Cottington, Jane Koogler, Rebecca Manifold, Jeff Siewert, and Praveen Mohan and Library Director Wendy Street was present. John Evenhouse was an excused absence.

II. Recognition of Visitors and Visitor Comments: There were no visitors or guests present.

III. Approval of Agenda: There were no changes to the agenda. The agenda stood as approved.

IV. Disposition of Minutes: All Board members received the July 2013 minutes prior to the meeting. Rebecca moved to approve the minutes as presented; Jane seconded the motion. The minutes were unanimously approved.

V. Approval of Bills: All Board members received the August list of bills prior to the meeting and new bills were passed out. After some general discussion and questions regarding the monthly bills, Jeff moved to approve the August bills. Praveen seconded the motion. The bills were unanimously approved.

VI. Unfinished Business:

- A. Internet Content Filtering – Wendy stated she felt the decision should be made by the Library Board as a whole as we know the community and our library patrons best. Chris did contact Lisco and received more information on categorizing the content filtering and administrative rights. The Library Board reviewed the various options, including administrative options, the financial information and different product solutions. Discussion held. From the handout provided by Wendy, Jeff made a motion to proceed with Option #2; Rebecca seconded the motion. Option #2 was unanimously approved.

VII. New Business:

- A. Collection Agency statistics – Wendy presented statistics from the Collection Agency regarding accounts which have been turned over for collection, principle collected and accounts which have been determined to be uncollectable. Wendy stated the Collection Agency does not provide a tremendous amount of return on the collection accounts; however, the threat of turning the account over to the collection agency does help to have books returned.
- B. Review ILL fees - It was a year ago the Library Board raised the ILL fees and the Board had asked if we could review the raised fee after a year. The staff feedback stated that initially there were several patrons who couldn't believe that the library hadn't raised the fee a long time ago. There were some who did grumble about the increased cost but interlibrary loan numbers have not declined since the fee was raised.
- C. Library card sign-up month in September – Rebecca made a motion to approve the Library card sign-up in the month of September; Jane seconded the motion. The motion was unanimously approved.
- D. LCD Projector – Feedback from Linda Boese. Linda was very complimentary of Chris' technical assistance in setting up the projector and information regarding checking out the LCD projector. Later, Linda asked if the checkout time could be extended for the LCD projector to a longer time period. Also if there could be a reservation system put into place to reserve the projector ahead of time. Wendy said the projector check out time period could be increased upon request to the staff on an individual basis. Wendy will clarify this with the library staff. Wendy provided reasoning why a reservation system could not be implemented, and used the example of specific books or movies.

VIII. President's Report and Announcements: The president did not have a report.

IX. Director's Report:

- A. Summer Reading Program - Participation in the adult summer reading program was down this year. We had 312 entries, compared to 493 last year. We did have only one grand prize this year—for the past two years, we have had two grand prizes. New this year was the ability to enter online—we had 33 online entries. A report from

Katie on the summer programs for children and teens is enclosed in the board packets.

- B. RAGBRAI - The library was not a major stop for RAGBRAI riders. Although we had a steady stream of riders through the morning, we were never swamped. We had a "where are you from?" map in the lobby and had pins on several states and also Canada. We had a guest book in entry, which a few people signed. The Friends of the Library had their paperback book sale in meeting room and it did pretty well, although Wendy doesn't think that it was due to RAGBRAI.
- C. Grants - The Marion County Community Foundation gave us a \$750 grant to go towards the digitization of the Pella Chronicle. Wendy was notified in July that she will receive a \$250 scholarship to attend the Iowa Library Association and Association of Small and Rural Libraries conferences in this fall. Her name was drawn by the Iowa Small Library Association.
- D. Accreditation – Wendy received official recognition that we met the conditions for state accreditation. Our accreditation is valid for three years through June 30, 2016.
- E. Zinio & Learning Express statistics - Learning Express: 7 sessions, 73 page hits Zinio: 19 magazine checkouts
- F. Building and Grounds Parks - Staff weeded the grounds in July after Wendy requested it. Ryan and his summer crew caulked the windows on the North side of the building. We have had leakage from several of these windows during heavy rains. He plans to caulk the rest of the windows as time allows. They also shampooed the carpet in front of the Circulation desk and around the security gates.
- G. Staff activities -
 - Youth Services: Katie was busy with summer reading program and finishing up programs. She offered story time, tot times and lap sits in July that were well attended.
 - Assistant Director: This month, Chris activated and configured the new wireless access points. He is also working on weeding the vertical file collections, and has added a 12-volume set of books about Netherlands culture written in Dutch.
 - Director: Wendy ordered new chairs for the adult computer area and ordered a craft table for the Teen area. She compiled the Enrich Iowa reports for the State Library, and began work on the Annual Report for the State Library. She is serving on the program committee for the Ladies Social and Literary Society. We conducted shelver interviews in July. We hired two new shelvers: Hannah Martin and LaCosta Van Dyk. However, one of the shelvers has resigned, so the position is open again.
- H. Upcoming events:
 - August 29 at 12:00 noon: the Brown Bag Book Club will discuss Mr. Penumbra's 24-Hour Bookstore by Robin Sloan.
 - August 31 at 10:30 a.m.: Spanish story time.
 - The library will be closed on Sunday, Sept. 1 and Monday, Sept. 2 for Labor Day.
 - Sunday hours: The library will be open from 1:30 to 4:30 on Sundays beginning September 8th.
 - Sign-up for LEGO Club will begin on Monday, September 9.

X. Committee reports: There were no committee reports.

XI. Adjournment: President Mary Barnes adjourned the meeting at 5:02 p.m. The next regularly scheduled Board Meeting is scheduled for September 10th, 2013.