

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
September 10, 2013

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

**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 August 2013 minutes prior to the meeting. Jeff moved to approve the minutes as presented; Sarah seconded the motion. The minutes were unanimously approved.

**V. Approval of Bills:** All Board members received the September list of bills prior to the meeting. After some general discussion and questions regarding the monthly bills, Rebecca moved to approve the September bills. John seconded the motion. The bills were unanimously approved.

**VI. Unfinished Business:** There was no unfinished business.

**VII. New Business:**

- A. 2014 Holiday Schedule: The Library now has an Online Meeting Room Reservation System. Because of this we need to have the holidays determined for 2014 earlier in the year than in previous years. The 2014 Holiday Schedule was presented and discussed. Rebecca moved to approve the schedule as presented. John seconded the motion. The 2014 Holiday Schedule was unanimously approved.

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

**IX. Director's Report:**

- A. Equipment reservations and/or Extended checkouts – Wendy discussed the idea of reserving equipment with the library staff. We were not able to come up with a way to do this within our circulation system and unanimously feel that it would be difficult to implement a reliable manual system. It is the library staff's recommendation that we not try to reserve equipment. We also discussed the idea of extending the checkout period of various items. We feel the fairest way to implement an extended checkout is to treat all patrons and all items the same. Right now, we offer extended checkouts (one week instead of two days) on movies for a \$1.00 charge. We offer an extended checkout for books and audiobooks (three weeks instead of two) for free to any patron who says they are going on vacation. We do have at least one patron who abuses this privilege by saying that he is on vacation every time he checks out. The library staff's recommendation is that we charge \$1.00 per item for all extended checkouts—whether it is for movies, books, equipment or anything else. That way it is up to the patron to decide whether or not they really need the extended checkout. Extended checkouts would not be available on items that have outstanding holds. Extending the checkout period does remove one renewal, so those items can only be renewed once instead of twice, and the renewal period is the default checkout period, not the extended checkout period.

Recommended extensions:

2 day checkout (movies, equipment): extend to 7 days

2 week checkout (books, audio books, music cds, cake pans, etc.): extend to 4 weeks

A. month checkout (art prints): not eligible for extended checkout

- B. Internet Content filter- Chris contacted LISCO right after the August board meeting and asked them to make changes to our filter. As far as we can tell, that has not been done yet.

- C. Zinio & Learning Express statistics- Learning Express: 4 sessions, 22 page hits. Zinio: 26 magazine checkouts. We are getting close the time when we have to decide whether we want to continue our Zinio subscriptions. Wendy

would like the Board's input. The platform fee is \$2,000 per year plus the cost of the subscriptions. We have averaged 48 checkouts per month in the 8 months we have had the Zinio subscriptions. Last year, the Friends of the Library paid \$2,250 of the \$2,416 cost for Zinio.

a. The cost of Learning Express is covered by the State Library and Iowa Workforce Development.

D. Building and Grounds- We have a new craft table in Teen area, paid for by the Friends of the Library. Ryan will add laminate to the top. We plan to have a basket of supplies (scissors, glue, etc.) that can be checked out for use at the craft table, and we will have poster board available for sale. We have six new task chairs for adult PCs. Wendy purchased plastic instead of upholstered chairs in the hopes that they will stand up better to public use.

E. Staff activities –

- a. Youth Services: In August, Katie offered a bubble/sidewalk chalk story time and our annual Touch a Truck event, which are both favorites with kids and parents. She has been planning fall stories times and gearing up for the fall.
- b. Assistant Director: Chris continued weeding and cataloging the vertical file materials.
- c. Director: Wendy finally finished weeding the adult nonfiction and did a happy dance. She is now weeding the adult audio books. Wendy led the August discussion at Brown Bag Book.
- d. Wendy is happy to announce that Alan McCleary, a senior at Central College, will work with us this semester as an intern. Alan will work 12 hours a week on a variety of projects, including developing training and handouts for using WILBOR and various e-readers. Alan will also hold regular "office hours" to help patrons one-on-one with their technology questions.
- e. September 25 – 28 - The ARSL (Association of Rural and Small Libraries) Conference which is a unique conference will be held in Omaha, NE. Wendy, Chris & Katie will be attending the conference and all three will be out of the building.

F. Upcoming events

- September 9: Sign-up for LEGO Club. LEGO Club will be held during the months of October to April. Sign up is required.
- September 10 at 6:30 p.m.: Family Story Time for ages 3 and up.
- September 10 at 7:00 p.m.: L.E.M.M.I.N.G.S. Teen Advisory Board. Students in 6th grade and higher are welcome to join us for our monthly program.
- September 11 at 2:00 p.m.: Early Out Movie.
- September 14 from 10:00 to 11:30 a.m.: Book Bash! Join us for activities based on a children's book. The Book Bash is sponsored by Families First and the Pella Public Library.
- September 18 at 2:45 p.m.: Early Out Movie.
- September 19 at 4:00 p.m.: Rock, Paper, Scissors. Kids in 2nd to 5th grade are welcome to join us to make a craft and discuss books that we have been reading.
- September 19 at 10:15 a.m.: Genealogy Club. Anyone interested in family history research is welcome.
- September 24 at 4:00 p.m.: Stories and More. Students in PreK- 5th grade are welcome to join us for stories and to make a small craft. No sign up is necessary.
- September 26 at noon: The Brown Bag Book Club will discuss *Hotel on the Corner of Bitter and Sweet* by Jamie Ford. Bring your lunch and bring a friend!
- September 28th at 10:30 a.m.: Spanish story time.

#### **X. Committee reports:**

The Governance/Policy Committee: The committee completed a review of the Bylaws, Sex Offenders Policy and Behavior Policy. No changes were recommended.

**XI. Adjournment:** President Mary Barnes adjourned the meeting at 4:53 p.m. The next regularly scheduled Board Meeting is scheduled for October 8, 2013. **Jeff agreed to take the minutes for the October meeting as Sarah will be absent.**

The Board then viewed a DVD training segment regarding Finances.