

PELLA PUBLIC LIBRARY

Board of Trustees Meeting

October 8, 2013

I. Call To Order: President Mary Barnes called the meeting to order at 4:00 p.m. Board members present were: John Evenhouse, Jane Koogler, Praveen Mohan, Rebecca Manifold, and Jeff Siewert. Library Director Wendy Street was present. Sarah Cottingham was an excused absence.

II. Recognition of Visitors and Visitor Comments: Alan McCleerey the library intern was a visitor to the meeting. Alan is working 12 hours/week and is working on a technology grant from the State Library of Iowa.

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 September 2013 minutes prior to the meeting. John Evenhouse moved to approve the minutes as presented; Praveen Mohan seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business: There was no unfinished business.

VII. New Business:

- a) Annual report: There was general discussion and some questions regarding the annual report. The report was warmly received by the board especially regarding the visits and the circulation rates relative to expenditures. The comparison libraries are set by the city manager. There are differences between comparison libraries that account for variation in statistics.
- b) Gift of 'train table': A patron would like to donate a train table. John Evenhouse moved to approve the train table as presented; Rebecca manifold seconded the motion. The train table was unanimously approved.
- c) Set date for annual staff in-service as December 20. The library would need to be closed on this date. The in-service would be focused on "reader's advisory". The facilitator would be provided by the State Library of Iowa. In addition staff may rearrange books and have training in the iPad mini. Praveen Mohan moved to approve the in-service date as presented; John Evenhouse seconded the motion. The date was unanimously approved.

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

IX. Director's Report:

- A. Internet Content Filtering - Changes to the internet content filter have been made by LISCO. Staff will keep track of how often we are asked to turn off the filter.
- B. Zinio & Learning Express statistics- A report on Zinio usage statistics to date and pricing for next year was discussed. Usage may not warrant continuing the service, especially considering the price increase. Although the platform pricing stayed the same, the individual subscription prices tripled. Consumer Reports was a popular choice but was dropped by Zinio.
- C. Building and Grounds- Teen area: the Craft table is finished. We have purchased a basket of supplies to be used in the craft area. The basket is cataloged and will be kept at the Circulation Desk. We have also ordered the booth for the Teen area.

The toilet in the closed bathroom in the children's area of the library was cracked and leaking. Ryan has removed the toilet and capped the plumbing. We do not intend to use that room as a restroom in the future.

Ryan also discovered a leaking pipe that was staining the ceiling in the entryway. He believes he will be able to fix this himself.

Settling issues in some areas in the library. Wendy is working with the public works director to determine what to do with the problem at hand.

- D. Staff activities Youth Services: Regular Story, Tot and Lap Sit Times have started, along with our after school programs and early out movies. Katie attended the Association of Rural and Small Library Conference in Omaha and has some exciting ideas to implement.

Assistant Director: This month, Chris helped solve a major problem with the way records were appearing in the catalog. He followed up with LISCO to get the new content filtering rules in place, and attended Leadership Red Rock continuing education as well as ARSL.

Director: The annual statistics were submitted to the State Library and the annual report was completed. Weeding the adult audio books is complete and videos are next. Wendy presented at the ARSL conference.

Library intern: Alan has been teaching beginning computer classes on Monday afternoons. He is holding office hours on Thursday afternoons to help people one-on-one with technology questions. He is also working on a grant proposal.

Kathy Deur has resigned her position as Library Assistant. The process to replace her is underway.

- E. Hmong display and program

Phil Webber and Don DeWild to put together a tribute to the Hmong in our community. During the month of November, we will host an exhibit of Hmong artwork. It will be located in both of the library's big display cases and may also be on the bulletin boards. There are several large story cloths that may be hung on the walls if they don't fit in the display cases. We will also host a program on Saturday November 2 at 10:30 in the meeting room. Members of Pella's Hmong community have been invited to share their personal experiences about coming to America, and the memories associated with the artwork.

- F. Upcoming events

- October 2 at 2:00 p.m.: Early Out Movie.
- October 5 at 10:30 a.m.: Spanish Story Time. Suggested for ages 3 and up with parents.
- October 8 at 6:30 p.m.: Family Story Time for ages 3 and up with parents.
- October 8 at 7:00 p.m.: L.E.M.M.I.N.G.S. Teen Advisory Board for students in 6th grade and higher.
- Oct. 12-20: Friends of the Library Book Sale in the Library Meeting Room. Books for all ages will be available for the donation of your choice. The book sale is restocked daily, so come early and come often!

- X. Committee Reports

All members were given a copy of the new Circulation Policy. The change to Circulation Policy was discussed. After some general discussion and questions regarding the new Circulation Policy, John Evenhouse moved to approve the new Circulation Policy. Rebecca Manifold seconded the motion. The Circulation Policy was unanimously approved.

XI. Adjournment

President Mary Barnes adjourned the meeting at 5:00 p.m. The next regularly scheduled Board Meeting is scheduled for November 12, 2013.