

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
November 12, 2013

I. Call To Order: President Mary Barnes called the meeting to order at 4:10 p.m. Board members present: Sarah Cottington, Jane Koogler, Rebecca Manifold, Praveen Mohan and Library Director Wendy Street were present. John Evenhouse and Jeff Siewert 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 October 2013 minutes prior to the meeting. Praveen moved to approve the minutes as presented; Jane seconded the motion. The minutes were unanimously approved with the amendments.

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

VI. Unfinished Business:

- A. **Exchange Students** – Wendy heard back from 8 libraries about how they handle exchange students. Three libraries said they don't issue temporary cards because all cards expire after one year. These libraries have a "student" status for high school students, so they would put exchange students here. They don't have an adult sign for students and they don't use a collection agency so that isn't an issue for them. Four libraries said they have the host family sign for the student and accept responsibility for anything checked out on the student's card. So basically, an exchange student is treated like any minor child. One library issues temporary cards as we do, but would waive the deposit and item limit for an exchange student. Our community schools have stated they are trying to increase the number of exchange students they have, so we would like to find a good solution to treat exchange students more equitably. The Board provided their recommendation of having the host family sign for the student and accept responsibility for anything checked out on the student's card. Wendy will draft an update based on the recommendation to the policy and will present it to the board next month.

VII. New Business:

- A. **Discuss Budget Priorities** – Multiple different budget concerns were discussed. Wendy brought up several in regards to the building and the grounds, e.g. Replacement light fixtures, Carpet, Repairing cracks and drywall seams, and Building Consultant in FY18/19. Wendy will submit these items on this year's CIP Request.
- B. **Trustee Training** - The Board has watched the DVD trainings multiple times. Wendy has done some searching to find alternatives. One option would be to have the consultant from the state library for our region complete our board trustee training. Second option would be the online trustee training which would be available through the Iowa Small Library Association, the date for this would be Thursday, January 9th in the evening. Third option would be an ICN session through the State Library, which is specifically for Trustees. Nothing is scheduled at this time. We will table this discussion and leave on the agenda to discuss again in December.

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

IX. Director's Report:

- A. **Freegal Movies** - Freegal is offering now offering streaming movie packages to libraries. Wendy is looking into this product and will keep the Board updated. They are offering discounted pricing through the first of the year, and the discount increases with the number of libraries who sign up, so we may need to move on this quickly. If we decide to do it, Wendy will request funding for the first year from the Friends.
- B. **Zinio & Learning Express statistics** - Learning Express: 0 sessions Zinio: 49 magazine checkouts
- C. **Building and Grounds** -

- Ryan has been caulking around the outside of our windows.
- Representatives from Shive Hattery (an architecture & engineering consulting firm) visited on Nov. 7 to look at our settling floors. Wendy doesn't have a recommendation from them yet.
- The Friends of the Library paid for a new booth for the Teen area. Part of it was delivered and installed on Nov. 6. We expect the other half of the booth soon.
- Wendy added a step stool with a handle for the large print area. It is intended to aid older people who can't reach the top shelf and aren't comfortable with a standard step stool.

D. Staff activities - We had several good applications for our Library Assistant I positions. We invited six candidates for in-person interviews. Chris, Katie and Wendy conducted interviews the week of October 28. We hired Nancy Moreland, who is currently working at the library as a shelver, and Carol Weihe. Nancy will start her new duties on Nov. 11 and Carol will start Nov. 18. We have already started the process to hire a replacement shelver. Katie, Chris and Wendy attended the city's supervisory training on Oct. 24. The topics were Recruitment and Selection, and Evaluations.

- **Youth Services:** Katie visited 2nd grade classes at Pella Community Schools for a virtual tour of the library. We talked about the differences and similarities of the school library and public library. She also held a Teddy Bear Sleep Over that was well attended.
- **Assistant Director:** Chris evaluated the applications for Library Assistant I, did phone interviews and selected the candidates for in-person interviews.
- **Director:** Wendy attended Iowa Library Association conference in Coralville, completed a midterm review for the intern, finished weeding the VHS and DVD movies and started weeding the Large Print. Wendy also did her regular monthly program at Hilltop.
- **Library intern:** Alan completed the grant proposal for the collaboration room. He planned the "E-reader Fair" held on Nov. 9. He is also teaching beginning computer classes on Monday afternoons and holding office hours on Thursday afternoons.

E. Hmong Display and Program - The Hmong display went up on Nov. 1 and has been generating lots of interest. About 45 people attended the program on Nov. 2.

F. Upcoming events -

- November 12 at 6:30 p.m.: Family Story Time. Join us for an evening story time with stories, songs and small craft. Story time is suggested for ages 3 and up with parent.
- November 12 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.
- November 13 at 2:45 p.m.: Early Out Movie. Please call the library for more information.
- November 21 at 4:00 p.m.: Rock, Paper, Scissors for kids in 2nd to 5th grade. We will make a craft and discuss books we have been reading.
- November 21 at 10:15 a.m.: Genealogy Club will meet in the meeting room.
- November 21 at 12:00 noon: Brown Bag Book Club will discuss *The Orphan Train* by Christina Baker Kline.
- November 21 at 6:30 p.m.: Teen Movie. Please call the library for more information.
- November 22 from 3:30 to 5:00 p.m.: Open LEGO Play in the Story Time Room. Let your imagination run wild with LEGOs. LEGOs are provided.
- November 26 at 4:00 p.m.: Stories and More for students in PreK- 1st grade. Join us for stories and a small craft. No sign up is necessary.

X. Committee reports: There were no committee reports.

XI. Adjournment: President Mary Barnes adjourned the meeting at 5:07 p.m. The next regularly scheduled Board Meeting is scheduled for December 10th, 2013.