

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

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

**II. Recognition of Visitors and Visitor Comments:** The Pella Public Library Intern Alan McCleary was present as a guest to the December Board meeting. The last day of his internship will be later in the week on Thursday.

**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 November 2013 minutes prior to the meeting. Rebecca moved to approve the minutes as amended; Praveen seconded the motion. The minutes were unanimously approved with the amendments.

**V. Approval of Bills:** All Board members received the December 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 December bills. John seconded the motion. The bills were unanimously approved.

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

**VII. New Business:** There was no new business to discuss.

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

**IX. Director's Report:**

- A. Trustee Training Options** – Iowa Small Libraries Online Conference: Jan. 9 at 6:30 p.m. The evening trustee webinar will be presented by Andrea Berstler (former president of Association of Rural and Small Libraries) and will be titled "It's Never Been Just About the Books." Wendy did not have any more information at this time, but will let us know when they update the website. This webinar is free, but you do have to register for it. Maryann Mori, the consultant for our region, offers several different trustee-training sessions. There was a summary in the board packet. Maryann will come here and do a session for free, but would appreciate it if we invited trustees from nearby libraries to attend as well.
- B. Technology Grant** - The State Library awarded us a \$1,500 technology grant. With this grant and additional funding from the Friends of the Library, we will convert one of our study rooms into a "collaboration room." This room will allow up to four mobile devices or laptops to connect at the same time, and for each user to be able to send his or her screen to the large screen. This will facilitate collaborative meetings and group projects. Our grant proposal was one of 63 to be funded, out of 194 applications. Our intern, Alan McCleary, wrote the grant proposal.
- C. Zinio & Learning Express statistics** - Learning Express: 0 sessions Zinio: 30 magazine checkouts.
- D. Building and Grounds** -
- Wendy provided an update regarding the landscaping around the library building. The Parks and Recreation Department will request for additional staff and resources within their 2014 budget to hopefully address the needed landscaping around the library.
  - Ryan has temporarily fixed the leaning column by wedging a board between the two posts.
  - Just prior to our board meeting, Wendy received the report and recommendation from Shive Hattery regarding the floor issues.
  - After our high electric bills this summer, Wendy contacted the Electric Department to see if they could identify any issues. They looked at our electrical usage over the past 10 years and found that our usage has been fairly steady. The increase in our bills is due mainly to the way we are now billed. They also invited Rob Scott-Hovland from Missouri River Energy Services to do an energy audit. He visited on Nov. 14. Wendy has not received his recommendation yet.

- The other half of the Teen booth arrived. Wendy added some stools to the craft table.

**E. 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 started her new duties on Nov. 11 and Carol started 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 attended the Summer Reading Program Workshop. She wrapped up weekly story and tot times in November and will start again in January.
- **Assistant Director:** This month, Chris finished the hiring process for two new Library Assistant I's, and began on-the-job training with them. He began the process of filing for E-Rate for FY 14-15, and jointly with Central College investigated a system that would allow an OPAC user to text item call numbers to his or her cell phone.
- **Director:** Wendy finished weeding the Large Print, and did her regular monthly program at Hilltop, and attended a webinar on Iowa Heritage Digital collections. As much as possible, she has worked on the budget.
- **Library intern:** Alan finished teaching computer classes, updated some WILBOR handouts, and continued holding office hours.

**F. From Our Suggestion Box** - *"I love coming here and always beg my mom to come here any chance I get. Thank you so much for all the hard work you do to make it happen."* Kelly, age 10.

**G. Upcoming events** –

- December 10 at 6:30 p.m.: Family Story Time. Kids and parents, join us for an evening story time with stories, songs and small craft. Story time is suggested for ages 3 and up.
- December 11 at 2:45 p.m.: Early Out Movie. For the movie title, please call the library.
- December 16 at 10:30 a.m.: Holiday Story Time, suggested for children ages 4 and up with parent or caregiver.
- December 16 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.
- December 17 at 10:15 and 11:00 a.m.: Holiday Tot Time, suggested for children ages 0 to 3 with parent or caregiver.
- December 19 at 4:00 p.m.: Rock, Paper, Scissors. Kids in grades 2nd to 5th are welcome to join us to make a craft and discuss books.
- December 31 at 10:30 a.m.: Morning Movie. For the movie title, please call the library. Stay after the movie for our Noon Year's Eve party!
- December 31 at 12:00 noon: Noon Year's Eve. Join us for a Noon Year's Eve celebration. We will have a toast to the New Year and make a few party favors.

**X. Committee reports:** The Governance and Policy Committee reviewed the Circulation Policy and made the following recommendation to the Board, "High school international exchange students will be issued regular library cards which will expire at the end of the school year. A parent from the host family must sign the library card application, even if the student is not a minor." Rebecca moved to approve the policy with recommendations; Jane seconded the motion. The policy was unanimously approved with the recommendations.

**XI. Adjournment:** President Mary Barnes adjourned the meeting at 4:43 p.m. The next regularly scheduled Board Meeting is scheduled for January 14<sup>th</sup>, 2014. Sarah Cottington will be unable to attend the January meeting. Jeff Siewert agreed to take the minutes for January meeting.