

PELLA PUBLIC LIBRARY
Board of Trustees Meeting Minutes
April 8, 2014

- I. **Call to Order:** President Mary Barnes called the meeting to order at 4:05 p.m.
Present: Mary Barnes, John Evenhouse, Jane Koogler, and Rebecca Manifold. Library Director Wendy Street was also present. Board members Sarah Cottington, Praveen Mohan, and Jeff Siewert were absent with notice.
- II. **Recognition of visitors and visitors' comments:** There were no visitors present.
- III. **Approval of agenda:** There were no changes to the agenda. It stood approved.
- IV. **Disposition of minutes of March 11:** Board members received the minutes prior to the meeting. Jane made a motion to approve the minutes. John seconded the motion; the minutes were unanimously approved.
- V. **Approval of Bills.** Wendy distributed an updated list of bills. After some discussion, Rebecca moved to approve the list of bills. Jane seconded the motion and the bills were unanimously approved.
- VI. **Unfinished Business:** Upcoming vacancy on the board. Wendy reported that only one application has been received and that person is not eligible because he lives within the city limits.
- VII. **New Business:** There was no new business.
- VIII. **President's Report and Announcements:** President Barnes did not have any announcements.
- IX. **Director's Report**
 - A. Legislation update: The appropriations bills have not been decided yet.
 - B. Windows XP: Microsoft support for Windows XP ends today. We still have six public computers that run XP. We have ordered Windows 7 licenses for them, but will not be able to upgrade those computers until this month's bills are paid. There is some fear that XP machines will be especially vulnerable to viruses after Microsoft support ends, our plan is to take those machines out of service until they are upgraded.
 - C. Building & Grounds: the mud jacking scheduled for May 15-16, a Thursday and Friday. The library will need to be closed for those two days. Rebecca moved to approve the closure and John seconded the motion. The board unanimously approved closing the library on May 15 and 16.
 - D. Staff activities:
 - Youth Services: During March, Katie offered regular story times and two showings of the movie Frozen with a great turn out at each. She also worked with the Art Center for a Fairy House program that was attended by 10 kids.
 - Assistant Director: This month, Chris ordered and received components for the new Collaboration Room. He has also been working on 'rolling down' and updating public computers in preparation for Windows XP end-of-life on April 8, and working on collecting information and quotes from ILS vendors.
 - Director: Wendy did laughter programs in the library and at Vriendschap Village. She finished weeding the Religious Fiction and is now weeding Science Fiction.
 - The staff had a casual dress day on April 1 in honor of National Humor Month and April Fool's Day. The library provided Snickers, Laffy Taffy and Jolly Ranchers at the desk for patrons.
 - Chris and Wendy attended Supervisory Training on March 27. The topics were Motivation, Time Management, Effective Meetings and Handling Difficult Customers.

- As we do once each year, the library staff provided lunch for the Public Works and Parks staffs this week. We do this to show our appreciation for the help they provide throughout the year.
- E. New Trustees Handbook: Iowa Library Services has updated the Iowa Library Trustees' Handbook. This new 2014 edition was not published in paper format; instead it is available at <http://www.statelibraryofiowa.org/ld/t-z/Trustees>.
- F. Friends of the Library: The Friends of the Library will hold their annual Spring Cleaning Book Sale April 12-21. The sale will be held in the meeting room all hours the library is open. The Friends recently purchased a new Early Literacy Station for the library. The Early Literacy Station is a bilingual, touch screen computer loaded with educational games and software for children. It replaces a 2008 version of the ELS, which was originally purchased with grant funding. Because of the popularity of our American Girl doll, the Friends have also purchased a second American Girl doll for us to circulate. The Friends will hold their annual meeting on April 29 in the Library meeting room. New officers will be elected at this meeting.
- G. Upcoming events
- April 8 at 6:30 p.m.: Family Story Time. Story time is suggested for ages 3 and up.
 - April 8 at 7:00 p.m.: L.E.M.M.I.N.G.S. Teen Group. Any students in 6th grade and higher are welcome.
 - April 9 at 2:45 p.m.: Afternoon Movie. Join us for a movie on the big screen in the meeting room.
 - April 13-19: Food for Fines
 - April 17 at 10:15 a.m.: Genealogy Club meeting in the Heritage Room.
 - April 22 at 4:00 p.m.: Stories and More. Students in PreK- 2nd grade are invited for stories and to make a small craft. .
 - April 22 at 7:00 p.m.: Gladys Black: the legacy of Iowa's bird lady. Celebrate Earth Day by attending a presentation about an Iowa conservation legend.
 - April 23: World Book Night. Stop by the library in the evening to see what book we're giving away!
 - April 24 at 12:00 noon: The Brown Bag Book Club will discuss Big Shoulders by William Jamerson in the library Meeting Room.

X. Committee reports

The Governance & Policy committee reported that they had reviewed the "Unscheduled Closings Policy" and recommended no changes.

XI. Adjournment

President Mary Barnes adjourned the meeting at 4:35 p.m. The next regularly scheduled Board Meeting will be May 13, 2014.