

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
July 8, 2014

**I. Call To Order:** President Mary Barnes called the meeting to order at 4:03 p.m. Board members present were John Evenhouse, Jane Koogler, Rebecca Manifold, Sarah Cottingham, Alli Bogaard and Praveen Mohan. Library Director Wendy Street and library staff Mary Korn were present.

**II. Welcome new Board Member:** New member Alli Bogaard was introduced to the board and welcomed.

**III. Recognition of Visitors and Visitor Comments:** Library staff member Mary Korn was introduced. She told the Board what she does at the library and answered questions about her job.

**IV. Approval of Agenda:** There were no changes to the agenda. The agenda stood as approved.

**V. Disposition of Minutes:** All Board members received the June 2014 minutes prior to the meeting. There was discussion regarding the paragraph about the removal of the Iowa Workforce Development computer. John Evenhouse moved to approve the minutes with that correction and Jane Koogler seconded the motion. The minutes were unanimously approved.

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

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

**VIII. New Business:**

a. Election of officers: Jane Koogler moved to elect the proposed slate of officers (Mary for President, Rebecca for VP, Praveen as Secretary) and John Evenhouse seconded it. The officers were unanimously elected.

b. Progress report on Plan for Service:

Wendy reported the progress on plan for service on goals that are due.

c. Annual statistics: Wendy reported the annual statistics as follows.

- Total circulation: 266,958, a slight increase over last year's 266,676
- Average monthly circulation: 22,247
- Highest month: June (29,288 checkouts). This is the second year in a row that our June circulation did not top 30,000 checkouts.
- Trends in circulation:
- Non-book circulation decreased 3%, including a 1% decrease in DVD checkouts and a 41% decrease in video checkouts.
- Overall fiction circulation increased 3.6%, although almost all of the increases were in children's fiction. The largest increases were in Easy Readers (27%) and board books (23%). Both of these collections were re-organized this year.
- Nonfiction circulation continued to decline in Adult (-7%), but increased in Children's (10 %) and in Young Adult (48%).
- Circulation of items categorized as "new" went down across the board: Adult -4%, Children's -1.4%, Young Adult -12%, AV -1.4%. We did add fewer new books this year than last year.

- Downloads totaled 6,060 compared to 5,294 last year (a 14% increase). Our users downloaded 2,395 audio books, 3,495 e-books and 170 magazines.
- Visits to the library are down 11%.
- Program attendance is up 2%.
- Computer/Internet usage is up a whopping 142%, although the increase is all in wireless usage. Use of our wired computers is down 3%.
- The number of reference questions answered increased 21%.

**IX. President's Report and Announcements:** The president did not have a report. The committee assignments discussed were as follows:

- Personnel/Nominating: Jane, Sarah, Alli
  - Duties: annual review of Library Director, address other personnel issues in the library as needed, draft a proposed slate of candidates for board offices
- Governance/Policy: Rebecca, John, Praveen
  - Duties: regular review of library policies

## **X. Director's Report:**

### A. Summer Reading Programs

The Summer Reading Program has been going very well. Library Staff have completed the first session of weekly programs and all were received well. Library has hosted programs by the Iowa Science Center (80 in attendance), Eulenspiegel Puppets (50 in attendance), Dan Wardell (310 in attendance over 2 shows), and Magician Rick Eugene (339 in attendance). Story Time, Tot Time and Lap Sit will be offered in July. As of July 1, 1,132 reading logs have been taken. In July, we have a Robotic Program, a ranger from Lake Red Rock, movies and open LEGO play scheduled. Our end-of-the-program pool party will be held on July 18 from 7:00 to 8:00 p.m. at the Aquatic Center.

### B. Marion County Community Foundation grant

The Marion County Community Foundation awarded us \$900 to purchase a book edge flatbed scanner and accessories to be used by the Pella Genealogy Club and the Pella Public Library to scan local history and genealogy documents. The Pella Genealogy Club plans to donate time to scan documents and mount them to the Marion County GenWeb site for researchers to use.

### C. Building & Grounds

The large maple tree on the Southeast corner of the library property sustained storm damage. This tree has been in bad shape for quite some time and has lost several large limbs. Pella Tree Service looked at the tree on June 30. Their overall condition assessment of the tree is poor due to center trunk cracking, areas of missing bark, soft center of the branch that fell off, and age of the tree (80-100 years). Given its location in a public area close to buildings and sidewalks, they recommend that it should be removed for safety reasons. They provided pricing as follows:

- \$250 to remove the limb extending towards the building, or
- \$750 to remove the tree in its entirety and \$300 for stump removal

Wendy feels that this is a safety issue and the tree should be removed. Library board agrees with the same. The Community Services director indicated that part of the cost could come out of their landscaping budget. Wendy has also contacted a carver to give her an estimate on making a carving from the trunk rather than removing the stump.

Wendy has been unable to find anyone willing to fix the granite counter tops. We may have to replace the sections rather than have them repaired.

#### D. Staff activities

Youth Services: Summer reading is in full gear and the staff has finished session 1 of summer reading program weekly programs.

Assistant Director:

This month, Chris finished and opened the Collaboration Room, and worked to promote this room. He also continues to oversee the operations of the circulation desk during the busy summer months.

Director: Wendy submitted a grant proposal to Elevate Iowa, finished weeding the Mysteries and started weeding the Adult Fiction, and did a Laughter Club at the Cottages. She began work on the Enrich Iowa reports for the State Library, the statistical analysis of our annual circulation data, and the annual report.

#### E. Upcoming events

- July 11 from 10:30 to 12:00 noon: Free LEGO play. Let your creativity explode! LEGOs are provided—please do not bring your own.
- July 11 at 1:30 p.m.: Afternoon Movie in the Meeting Room.
- July 18 at 1:30 p.m.: Afternoon Movie in the Meeting Room.
- July 18 from 7:00 to 8:00 p.m.: Pool Party at the Pella Aquatic Center for kids who participated in the Summer Reading Program
- July 23 at 10:30: Lake Red Rock Program in the Meeting Room. Suggested for children ages K and up.
- July 24-26: Friends of the Library paperback book sale
- July 31 at noon: The Brown Bag Book Club will discuss *One Amazing Thing* by Chitra Divakaruni in the Library Meeting room.

#### **XI. Committee reports:**

- A. Wendy suggested a change in the meeting room policy. The change was to allow Study room reservations up to one year in advance instead of one month. The policy committee agreed to the same. After some discussion, Sarah Cottington moved to adopt the change. Jane Koogler seconded the motion and the board voted unanimously to change the policy.

**XII. Adjournment:** President Mary Barnes adjourned the meeting at 5:18 p.m. The next regularly scheduled Board Meeting is scheduled for Aug 12.