

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
8/12/14

I. Call To Order: President Mary Barnes called the meeting to order at 4:02 P.M. Board members present were: John Evenhouse, Jane Koogler, Rebecca Manifold and Praveen Mohan. Library Director Wendy Street and library staff Barry Johnson were present. Sarah Cottington joined the meeting at 4:24 P.M. Alli Bogaard was an excused absence.

II. Recognition of Visitors and Visitor Comments: Library staff member Barry Johnson was introduced. He told the Board what he does at the library and answered questions about his job.

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 July 2014 minutes prior to the meeting. Praveen moved to approve the minutes as presented; Jane seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business: Mary inquired about the Landscaping and Wendy mentioned that the Parks Department is working on plans.

VII. New Business:

- A. Half price library cards in September:
 - a. After some discussion, Rebecca moved to approve as presented. Jane seconded the motion.
- B. Close the library for December staff meeting (Dec. 12, 2014)
 - a. Board unanimously agreed to the suggestion. John moved to approve as presented and Praveen seconded the motion.
- C. 2015 Holidays & Closings schedule
 - a. Board agreed on the draft presented by Wendy. Praveen moved to approve as presented. Rebecca seconded the motion.

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

IX. Director's Report:

A. Summer Reading Programs

More than 1,100 children participated in the Summer Reading programs and earned 1,713 prizes. In the teen program, 75 teens read 240,225 pages. In the adult program, there were 434 entries in the grand prize drawings.

B. Elevate Iowa grant

Pella public library was awarded a \$500 grant from Elevate Iowa. As per Wendy, there are three objectives with this grant:

1. Purchase additional LEGO pieces for our existing LEGO clubs
2. Increase participation by girls by purchasing pink LEGOs, Goldie Blox and a Roominate kit. We will also hold an event specifically for girls.
3. Have adult volunteers participate in LEGO clubs and talk about how playing with LEGOs can translate into career choices

We will have an open house on Sept. 10 at 4:00 to show the pieces purchased with the grant money.

C. Collection Agency statistics

We have been using a Collection Agency since 2004. We use the collection agency for accounts totaling \$50 or more with at least one outstanding item. The entire amount owed, including fines and damage assessments, is turned over to the collection agency. Accounts with only overdue fines are not sent to the collection agency. In your packets, you will find a statistical report, including the number of accounts sent to collections and their status. While the collection agency does not recover a large percentage of the accounts we send to them, we feel it is an effective deterrent.

D. ILL fees

We review Interlibrary Loan fees on an annual basis. We currently charge \$2.00 for Interlibrary Loan to recover part of the cost of postage. Postage for Interlibrary Loan varies depending on the weight of the book. The most common prices are \$2.56 and \$3.02. We have been charging \$2.00 since August, 2012. We are allowed to charge up to \$3.00 in accordance with our ILL contracts. Because we struggled last year with having enough postage money, the library staff recommends increasing the ILL fee to \$3.00. Sarah Cottington moved to approve as presented and Jane seconded the motion. The Board voted unanimously to raise the ILL fee to \$3.00.

E. Internet service

Mediacom offers free internet to some libraries. Chris Brown has been working with Mediacom to request this service. Mediacom does not offer a content filter, so other options will need to be explored. After some questions and discussion, the board directed Wendy to proceed with Mediacom. The Board requested that various filter options be researched and presented at the next meeting.

F. Building & Grounds

- The carver Wendy spoke to feels our maple tree is a good candidate for carving, but estimated \$1,000-\$3,000 to carve it, depending on the complexity of the design. After some discussion, the Board directed Wendy to obtain sketches and more specific prices from the carver.
- The Public Works summer crew power washed the brick wall outside the mechanical courtyard, painted the bicycle racks and fence around the parking lot, and shampooed the carpet in heavy traffic areas.

G. Staff activities

- We are in the process of hiring two new shelvers. We conducted five interviews in July. Now we are waiting for the background checks to be done before we can offer the positions to our top candidates.
- Assistant Director: This month, Chris worked on finishing the FY 13-14 E-rate cycle. He attended a conference of Pella IT professionals. He followed up with Mediacom in an attempt to secure donated (free) Internet service for the library, and promoted the collaboration room through KNIA-KRLS.
- Director: I have been weeding in the Adult Fiction, working on the annual reports, and planning the fall computer classes. I did one Laughter club session.

H. Upcoming events

- Computer classes begin Aug. 11
- August 29 at 12:00 noon: the Brown Bag Book Club will discuss *The End of Your Life Book Club* by Will Schwalbe.
- Sign-up for LEGO Club will begin on Monday, September 8. LEGO Club will be held during the months of October-April.
- September 10 at 4:00 p.m.: LEGO Open House in the Library Meeting Room.

X. Committee reports: There were no committee reports.

XI. Adjournment: President Mary Barnes adjourned the meeting at 5:19 P.M. The next regularly scheduled Board Meeting is scheduled for September 9.