

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
February 8, 2022

**I. Call to Order:** President Brenda Huisman called the meeting to order at 4:02 p.m. Board members present were Suzy Card, Nathan Copeland, Darath Fisher, Kristi Leonard, Dayrel Gates and Matt Van Gelder. Library Director Mara Strickler was present. Meeting held at the Community Center: Room 206.

**II. Approval of Agenda:** The December meeting agenda was received by all Board members prior to the meeting.

There were no changes to the agenda. The agenda stood as presented.

- **Dayrel motioned for February's meeting agenda to be approved as presented, Kristi seconded the motion.**
  - **Motion was unanimously approved**

**III. Disposition of Minutes:** All Board members received the January 11, 2022 meeting minutes prior to the meeting.

- **Brenda motioned for January's meeting minutes be approved with revisions below, Suzy seconded the motion**
  - **Motion was unanimously approved**
- **Revisions: Section X: Trustee Training Reports**
  - **Darath's comment: continuing education credits change from 1 hour to 1 hour and 30 minutes.**

**IV. Approval of Bills:** All Board members received the February list of bills prior to the meeting. After a brief discussion and questions regarding the bills,

- **Brenda motioned for February bills to be approved as presented, Matt seconded the motion**
  - **Motion was unanimously approved**

Discussion:

- February bills higher due to annual subscriptions
- Expenses paid to Bronwen Masemann were for Pella Community Historical Database (data cleanup)

**V. Recognition of Visitors and Visitor Comments:**

None present

**VI. Unfinished Business:**

- a. Staff Report re: Collection Development Memo
  - a. Mara - Reviewed Memo
  - b. Q: Suzy – For controversial books is there a rubric to approve?
    - i. Mara shared examples of the criteria considered for purchase versus inter-library loan.
  - c. Q: Dayrel – Is there a form to submit material requests?
    - i. Mara – Yes, the city's website provides a web form. Results are sent to library staff for further action.
    - ii. Shared that the webform for book requests is not well structured for follow-up.
  - d. Q: Does the Library deny (material) requests?
    - i. Mara – we try not to, but yes. Most denials are due to cost and title availability.
      - 1. Example: Denied purchasing Scientific Research Material that was very costly.
  - e. Q: Darath – Does the library reach back out to a patron if a book cannot be acquired/borrowed?
    - i. Mara would allow the process to run its course. Patron should always be contacted.
  - f. Discussed Library's desire to achieve 100% attainment for all patron requests.
- b. COVID-19 status update and Library services
  - a. Mara discussed area statistics

- b. Library received an email inquiring why toys are not back in the children's area
- c. Discussed services we can return to
- d. Discussed Board's position on thresholds/criteria to change our service model
- e. Mara to propose a plan for service changes in anticipation of improved COVID conditions

**VII. New Business:**

- a. none

**VIII. President's Report and Announcements:**

- a. Brenda shared thanks to board members for attending city council
- b. Brenda expressed additional thanks to the sub-committee for meeting with City Council representatives regarding the library's Collection Development Policy.
- c. Brenda reviewed the City Council schedule
  - a. February 1<sup>st</sup>: Dayrel
  - b. February 15<sup>th</sup>: Darath

**IX. Director's Report:**

- a. Book return installation in mid-march
- b. RFID progress
- c. Cake pan take and make extremely successful
  - a. Special mention for donations from Hy-Vee and Fareway

**X. Trustee Training Reports:**

- a. Discussion regarding (ILOC) Keynote
  - a. Recording is available on the state library website for board members unable to attend.

**XI. Committee Reports:**

- a. Governance/Policy Review
  - a. Policy Review: Mission
    - i. **Brenda motioned to approve the proposed Mission statement following the removal of the word "all", Dayrel seconded the motion.**
    - ii. **Motion was unanimously approved**

**XII. Adjournment:** President, Brenda H. adjourned the meeting at \_5:49\_ p.m. The next regularly scheduled Board Meeting is scheduled for **Wednesday** March 9th, 2022.

Location: TBD