

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
March 9, 2021

I. Call to Order: President Brenda Huisman called the meeting to order at 4:01 p.m. Board members present were: Suzy Card, Darath Fisher, Dayrel Gates, and Kristi Leonard. Library Director Mara Strickler was present. Kenny Nedder and Nathan Copeland, was absent. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via Zoom video conference.

II. Recognition of Visitors and Visitor Comments: There were no visitors present.

III. Approval of Agenda: The March meeting agenda was received by all Board members prior to the meeting. The agenda stood as presented with the additions with a slight change in the order of New Business.

IV. Disposition of Minutes: All Board members received the February 2021 meeting minutes prior to the meeting. Brenda moved to approve the February minutes as written – (as amended). Suzy seconded the motion. The minutes were unanimously approved. Darath's name was misspelled in the minutes.

V. Approval of Bills: All Board members received the March list of bills prior to the meeting. After a brief discussion and questions regarding the bills, Brenda moved to approve the March bills. Kristi seconded the motion. The bills were unanimously approved.

VI. Unfinished Business:

- a. Review of service models and COVID-19 – first staff employee tested positive for Covid-19, encouraging staff to use masks and social distance, continue requiring masks for all patrons.
- b. Board Recruitment: demographics, existing gaps in Board membership–contacted members in the community-put the library board service with description on the back and have them ready, send names to Mara
- c. Survey Review–Made corrections on 16 & 17-see survey. It will be ready to send out by the end of the month.

VII. New Business:

- a. Plans for National Library Week: Social Media Campaign – April 4-10, posts on trustees, photos at the library entrance and on-line, selfies or record a message about why you're on the Library Board or what about the Library are important by March 26th.
- b. Review City financial policy and status of G&M funds – Board reviews policy in odd years, been the same since 2009. Statute: 12B.10-municipal investments; objectives-1. safety, 2. liquidity, 3. return on investment; allowed investments and prohibited investments; investments reviewed on a regular basis by city council. Library Board oversees three memorial funds, 150 Funds are only used for educational purposes. Included in the annual audit each year. Van Gorp Trust (Fund 152)- \$50,000 used for repair/maintenance for Library, Fund 151 is unrestricted-primary gift and memorial fund used. deposited into 151 Fund Gift and Memorial-can carry it over, Enrich Iowa Fund, Inter Direct State Aid dependent on accreditation-need to be spent within the fiscal year.
- c. State Funding – Table until next month

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

IX. Director's Report:

- a. **Library Staffing** - Vivian Koolstra has announced her retirement; Vivian has been with the Library for just over 30 years, Vivian is our longest serving Assistant and has been an exemplary employee. Dawn Van Berkum will be transitioning into Vivian's position. We are currently accepting applications for Dawn's

current position. We will be holding a recognition of Vivian on Friday, 4/23 (her last day) from 8:30 am – 9:30 am; please join us! Go to the back service entrance if you attend.

- b. **FOL Board Vacancies** – The Friends of the Library are seeking community members to serve on their Board as President, Secretary, and Social Media Coordinator. This a 2-year commitment and terms begin 4/1/21. Please refer any recommendations to the Director. Many thanks to outgoing Board members: Jennifer Smart, Robin Martin, and Jaime Adrian for their work on the FOL Board and their support of the Pella Public Library.
- c. **Statistics**
 - Fax24: 2 faxes sent in February
 - Adventure Passes: 9 passes checked out in February
 - i. 1 to the Blank Park Zoo
 - ii. 3 to the Botanical Gardens of Des Moines
 - iii. 0 to Brenton Skating Plaza
 - iv. 0 to the Pella Historical Society
 - v. 5 to the Science Center of Iowa
 - Hoopla:
 - i. 680 total circulations borrowed by 271 unique patrons
 - ii. Average circulation per patron: 2.5
 - iii. Average price per circulation: \$1.85
 - iv. Total monthly cost: \$1,254.61
- d. **Library Upcycle** – In recognition of Earth Day (4/22), the Library is planning a program called Upcycle Challenge which will be on display in the Library in April. The program will offer Library upcycle kits (receipt tape rolls, scotch and book tape rolls and toilet paper rolls, CDs, stickers from the middle of CD/DVD labels (white circles), and DVD cases) for community members to turn into their own work of art. Miss Carol has also solicited submissions from various local artists; many thanks to those artists taking part in this creative opportunity.
- e. **Upcoming events**
 - See our March calendar:
<https://pellalibrary.libcal.com/calendar/main?cid=8842&t=m&d=0000-00-00&cal=8842&inc=0>

X. Trustee training reports: Opportunities this summer to see, Darath participated in a program on new Trustee Handbook.

- a. **Marion County Board of Directors Meeting**
 - Thursday, September 9, 2021
 - CE Provided by State Library Consultant: Maryann Mori

XI. Committee reports: There were no committee reports.

- a. Personnel Committee:
- b. Policy Committee:

XII. Adjournment: President Brenda Huisman adjourned the meeting at 5:12 p.m. The next regularly scheduled Board Meeting is scheduled for April 13, 2021.