

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
January 11, 2022

I. Call to Order: President Brenda Huisman called the meeting to order at 4:00 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 Public Safety Complex (City Council Chambers).

II. Approval of Agenda: The January meeting agenda was received by all Board members prior to the meeting. There were no changes to the agenda. The agenda stood as presented.

- **Kristi motioned for January’s meeting agenda to be approved as presented, Matt seconded the motion.**
 - **Motion was unanimously approved**

III. Disposition of Minutes: All Board members received the December 14, 2021 meeting minutes prior to the meeting. In anticipation of visitors meeting location was moved to the Public Safety Complex from the Pella Library Heritage room. Brenda requested December minutes be revised to indicate the change in venue.

- **Dayrel motioned for December’s meeting minutes be approved with revisions, Kristi seconded the motion**
 - **Motion was unanimously approved**

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

- **Brenda motioned for the January bills be approved as presented, Suzy seconded the motion**
 - **Motion was unanimously approved**

Discussion:

- Mara – Typical monthly expenditures with the exception of HVAC repair.

V. Recognition of Visitors and Visitor Comments:

2 City Council members and 17 members of the general public attended in person.

Brenda Huisman addressed the audience and instructed all visitors would be provided 3 minutes to present their comments for the Board to hear.

12 visitors provided comments regarding a request to reconsider retaining the book “Gender Queer” an illustrated memoir by Maia Kobabe.

After listening to each community member, the following actionable questions were understood:

- Can the Board look into adding additional suppliers to the library’s list of vendors?
- Several questions regarding the process on how books are procured by the library.
 - Mara referred visitors to Library Policy 6.1 Collection Development Policy

VI. Unfinished Business:

- a. Follow-Up: Staff Memo to Library Board of Trustees
 - a. Mara: Memo was generated after the last city council meeting (December 21, 2021) following the December library Board meeting (December 14, 2021)
 - b. City Administrator Mike Nardini presented memo and the events leading to the creation of the memo.
 - i. Memo summary
 - 1. City Council requests the library’s Board review the Collections Development Policy in partnership with City Council.

2. Mayor DeWaard appointed Liz Sporrer and Lynn Branderhorst to partner with the Board on this review.
 3. Board discussed a concern on the efficacy of an ad hoc committee.
 4. Board proposed Council appointees meet with the full Policy Committee rather than form an ad hoc committee to then present to the Policy Committee.
 5. City Administrator Mike Nardini did not believe the mayor would have any objections, Council Woman Sporrer and Council Woman Branderhorst all agreed with the Board's proposal.
- c. Board agreed to review the Collection Development policy but amended the review to include the entire Policy Committee (3 members).
 - i. Brenda H. offered to be included in the discussion.
 - ii. Mara and Brenda were not sure if a quorum would be formed.
 - iii. Mara to review the makeup of the group and will organize a time for the Policy Committee, Council representatives, and Brenda (if needed) to review the Collections Development Policy.
 - b. Planning for Result follow-up
 - a. Mara presented the initial draft plan
 - b. Civic and Community Engagement, Use of Spaces and Places, and Staff Development were the three focus areas for the strategy.
 - c. Darath: Question – Were we still considering a revision to the library's mission statement?
 - i. Kristi, Darath, Brenda supported reviewing the mission statement prior to continuing with the draft strategic plan.
 - d. Mara will hold off on strategic plan development and will present the current mission statement to the Policy Committee for review.
 - c. COVID-19 status update and Library services
 - a. Mara discussed area statistics
 - i. No changes to servicing model
 - d. Budget Update
 - a. Library staff will work with council and staff over the coming couple months
 - i. January: Strategic goal planning 25th and 26th for 2023-2025
 - ii. February: Budget presentation (8th and 9th)

VII. New Business:

- a. ADA checklist priorities 1&2
 - a. Mara shared the checklist provides awareness for the Board to consider improvements
 - i. Priority 1: Brick pavers are showing degradation and may need to be considered for replacement.
 - ii. Priority 2: Entry doors have a slight "lip" that may need to be addressed in the future.
 - iii. Art storage (remove art from being on the floor throughout the library)
 - iv. Front curb
 - o **Kristi motioned to accept the ADA checklist as presented by Mara, Matt seconded the motion**
 - **Motion was unanimously approved**

VIII. President's Report and Announcements:

- a. Reminder for the community to contact library Board members through the city of Pella emails and avoid using work/personal email addresses.
- b. Commended the Board for listening to the community's comments
 - a. The Board will compile the concerns and support shared. These comments will help guide future decisions.
- c. Commended Mara for her hard work.
 - a. Continues to exceed expectations by providing the Board with thorough information.

IX. Director's Report:

- a. Damage to book return
 - a. Announcements posted to inform the public.
 - b. Replacement is on order, but will take time before installed.
 - c. Question: Should we consider security cameras for the future?
 - d. A claim has been filed to insurance for the replacement.
- b. RFID
 - a. Thanks, provided to groups and individuals who have volunteered.
 - b. Making progress, but will take time due to the size of our collection.
- c. Activity passes continue to be a well utilized service.
- d. Hy-Vee Reusable Bag program
- e. Dayrel was wondering if we have any stats on the mobile app.
 - a. Mara to follow up.

X. Trustee Training Reports:

- a. Mara reminded all Board to consider signing up for Iowa Libraries Online Conference – Make Room For YES: Jan. 20, 2022
 - a. Question: Would any of the continuous learning courses be available to City Council to attend?
 - i. Mara to investigate
 - b. Darath mentioned she attended two valuable resources from the Iowa Learns website.
 - i. **Key to the City – How to build relationships with city councils.**
 - ii. **Intellectual Freedom, Censorship, and Confidentiality**
 - iii. Very well done, highly recommend
 - iv. Received 30 minutes continuing education credit for each webinar

XI. Committee Reports:

- a. Personnel/Nominating
- b. Governance/Policy Review
 - a. Personal Appearance Policy

- b. **Nathan motioned to accept the recommended changes to the Personal Appearance Policy, Dayrel seconded the motion.**
 - i. **Motion was unanimously approved**

Reviewed city council calendar

- Brenda reviewed the schedule
 - o January 18th: Nathan
 - o February 1st: Dayrel

Brenda requested Mara review the Library Policy 6.1 Collection Development Policy to address comments made in the open forum

XII. Adjournment: President, Brenda H. adjourned the meeting at _6:05 _ p.m. The next regularly scheduled Board Meeting is scheduled for February 8, 2022.
Location: Pella Community Center Room 206