

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
January 12, 2021

**I. Call to Order:** President Brenda Huisman called the meeting to order at 4:05 p.m. Board members present were: Suzy Card, Nathan Copeland, Darath Fisher, Dayrel Gates, Kristi Leonard, and Kenny Nedder. Library Director Mara Strickler was present. 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 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.

**IV. Disposition of Minutes:** All Board members received copies of both the December 2020 regular and December 2020 Special meeting minutes prior to the meeting.

- Nathan moved to approve the December regular meeting minutes as amended. Suzy seconded the motion. The minutes were unanimously approved.
- Krisi moved to approve the December special meeting minutes as written. Darath seconded the motion. The minutes were unanimously approved.

**V. 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, Kenny moved to approve the January bills. Nathan seconded the motion. The bills were unanimously approved.

**VI. Unfinished Business:**

- a. **Review of service models and COVID-19** – Mara provided an update to the current activities related to the impact of COVID-19 on the Library services.
  - The current reduced occupancy and mask mandates are working with minimal pushback.
  - No changes to the programming model are planned until after a future review at the end of March.
  - An outdoor children’s activity is being planned for July including possible safe alternative venues in case of inclement weather. Mara asked for feedback on the current approach and timing. The Board is in support of this approach and requests that any contracts include options for alternative dates, locations, and/or an out clause.
  - Mara will be reviewing a supplemental budget request for a UV sanitizer with the city manager tomorrow.
- b. **Pella Community Memory Database Advisory Board** – Mara provided an update on the activities to form the advisory board. Three members have confirmed their interest in serving. Darath will serve as the Library Board representative on the advisory board.

**VII. New Business:**

- a. **Planning: Strategic Plan Update** – Mara provided an update on the progress towards meeting the objectives of the strategic plan. She reviewed the available metrics. She updated the board that a survey did not go out to collect feedback as planned last year due to the transition between directors. She is working on starting the survey up again to capture results from this year. Mara reminded the board that a new strategic plan will be developed at the beginning of the next financial year.

**VIII. President’s Report and Announcements:** President Brenda encouraged everyone to sign-up for the upcoming ILOC online conference.

**IX. Director’s Report:**

- a. **Pella Community Grant Foundation Applications – Funded!**

- Pella Community Storybook Walk granted \$1,200 (fully funded) by a partnership between the Pella Public Library and Community Services
  - Hooray for Hoopla granted \$5,000 (fully funded) by an application submitted by the Friends of the Pella Public Library. Our thanks to the Pella Community Foundation for their support!
- b. **Pella Christian Winterim Intern** – We were pleased to welcome an intern from Pella Christian Schools during the first week of January over their Winterim session. The intern assisted in the Youth Department with inventory of materials, story-time and display of materials. The student had planned to complete an internship at the Library last year but was unable to do so due to illness; we were happy to have her assistance and be a part of her educational experience.
- c. **Statistics**
- Fax24: 5 faxes sent in December
  - Adventure Passes: 5 passes checked out in December
    - i. 0 to the Blank Park Zoo
    - ii. 0 to the Botanical Gardens of Des Moines
    - iii. 3 to Brenton Skating Plaza
    - iv. 0 to the Pella Historical Society
    - v. 1 to the Science Center of Iowa
  - Hoopla:
    - i. 596 total circulations borrowed by 264 unique patrons
    - ii. Average circulation per patron: 2.3
    - iii. Average price per circulation: \$1.94
    - iv. Total monthly cost: \$1,154.14
- d. **January Take/Make** – The staff continue to plan modified programming due to the pandemic; big thanks to Miss Katie, our Winterim intern, and Miss Carol for their work supplying take/make programming to the community. As of 1/6/21, 49 individuals are signed up to take part in January’s Youth take/make program which will include the following family games:
- Upcycle puzzle
  - Spoons
  - Photo scavenger hunt
  - Pasta pick-up
- e. **Upcoming events**
- See our January calendar: <https://pellalibrary.libcal.com/calendar/main?cid=8842&t=m&d=0000-00-00&cal=8842&inc=0>

**X. Trustee training reports:** Mara reviewed upcoming training opportunities:

- a. **Innovative Libraries Online Conference (ILOC)**
  - Thursday, January 21, 2021 6:30 pm – 7:30 pm
  - Themes: Equity, Diversity, Inclusion
- b. **Marion County Board of Directors Meeting**
  - Thursday, September 9, 2021 6:00 pm – 8:00 pm
  - CE Provided by State Library Consultant: Maryann Mori

**XI. Committee reports:**

- a. **Personnel Committee:** There was no committee report.
- b. **Policy Committee:**
  - i. **Personal Appearance policy** – Board members received a copy of the Personal Appearance policy. Minor changes were proposed to align with the city policy. Nathan moved to continue with the policy as proposed. Suzy seconded the motion. The motion was unanimously approved.
  - ii. **Photo Release policy** – Board members received a copy of the Photo Release policy. Major changes were proposed moving from an opt-out to an opt-in policy. Kenny moved to adopt the policy as proposed. Brenda seconded the motion. The motion was unanimously approved.

**XII. Adjournment:** President Brenda Huisman adjourned the meeting at 5:01 p.m. The next regularly scheduled Board Meeting is scheduled for February 9, 2021.