

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
January 14, 2020

I. Call to Order: President Verlan called the meeting to order at 3:59 p.m. Board members present were: Suzy Card, Verlan Den Adel, Brenda Huisman, Kenny Nedder, and Rachel Sparks. Library Director Mara Strickler was present. Angela Adam and Dinakar Kesavapillai were excused.

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

III. Approval of Agenda: The January meeting agenda was received by all Board members prior to the meeting. The agenda stood as presented.

IV. Disposition of Minutes: All Board members received the December 2019 minutes prior to the meeting. Brenda moved to approve the December minutes as written. Suzy 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, Suzy moved to approve the January bills. Rachel seconded the motion. The bills were unanimously approved.

VI. Unfinished Business:

- a. Discuss PCF Endowment distribution – The Friends of the Library established an endowment for the library with the Pella Community Foundation in 2009. Once a year, the PCF allows a 5% distribution from the fund. The Board will continue to review annually in December and not take a distribution until the amount is “significant” or there is a specific project for the funds.

VII. New Business:

- a. Strategic Plan Update: Board members received the 2018-2021 strategic plan with status update prior to the meeting. Mara discussed status of the current fiscal year activities.
- b. Accreditation status report: Report is completed and will be submitted by 2/28/2020. The Library met all the standards for Tier 3. Mara to email a copy to the full Board to review draft prior to submitting.
- c. Inquiries regarding contracting library services: Pleasantville and Leighton have requested proposals for contracting library services. Discussion was held on price per capita, possible opportunities and challenges with contracting our services.

VIII. President’s Report and Announcements:

- a. There was no President’s report.

IX. Director’s Report:

A. Personnel

- Library Assistant update: Mary Kornis left the Library staff on 12/11/19. We accepted applications through 1/3/20. We received approximately 26 applications, 10 did not meet the minimum qualifications; of the remaining applicants, Chris conducted phone interviews with 6-8 individuals and he and I completed 4 in-person interviews; we are currently evaluating the final candidates.

B. IMLS Grant Update

- As of 1/3/20, 448 documents had been uploaded to the Pella Community Memory Database. Currently there are 62 documents related to the Earp Family, 33 to the Cole Family, and 10 to Gunslingers generally. The Digitization Assistant has already scanned approximately one-quarter of the Family History documents.

C. Statistics

- Adventure passes: 17 passes checked out in December:
 - 2 to Blank Park Zoo
 - 5 to Botanical Gardens of Des Moines
 - 6 to the Brenton Skating Plaza
 - 4 to Science Center of Des Moines
- Fax24: 4 faxes sent in December.
- Hoopla:
 - 478 total circulations borrowed by 234 unique patrons
 - 98 patrons used all 3 checkouts
 - Average price per circulation: \$2.10
 - 23 patrons were blocked by the budget caps

D. Upcoming events:

Adults:

- January 14 at 7:00 p.m.: **Conversations in Spanish** – Library Meeting Room
- January 16 at 10:15 a.m.: **Genealogy Club** – Library Meeting Room
- January 20 at 10:30 a.m. & 6 p.m.: **Photo Digitization** – Registration Required
- January 29 at 11:00 a.m.: **Conversations in Spanish** – Library Meeting Room
- January 30 at 12:00 p.m.: **Brown Bag Book Club** – Library Meeting Room

Youth:

- January 7 at 4:00 p.m.: **Tinker Tuesday** – Library Meeting Room
- January 9 at 6:30 p.m.: **Home Reads Book Club** – Library Meeting Room
- January 10 at 4 p.m.: **Stuffed Animal Sleepover** – See Miss Katie for info
- January 13 at 6:00 p.m.: **Pajama Story Time** – Families are welcome
- January 18 at 10:00 a.m.: **Book Bash** – Book Giveaway: *Clifford's Bedtime*
- January 1, 8, 15, 22, & 29 at 3 p.m.: **Whatchamacallit Wednesday** – Meeting Room

X. Trustee training reports:

- a. Innovative Libraries Online Conference (ILOC): Thursday, 1/16/19 from 6:30-7:30 p.m. in the Library's Meeting Room. Topic: Trustees: What's Your Role in Project Management by Gail Santy.

XI. Committee reports:

- b. Policy Review: Personnel Policy. Board members received a copy of the Personnel Policy prior to the meeting. No changes were suggested by the policy committee. Kenny moved to approve the Personnel Policy as presented. Suzy seconded the motion. The policy was unanimously approved.

XII. Adjournment: President Verlan Den Adel adjourned the meeting at 5:28 p.m. The next regularly scheduled Board Meeting is scheduled for February 11, 2020.