

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
February 11, 2020

**I. Call to Order:** President Verlan called the meeting to order at 4:00 p.m. Board members present were: Angela Adam, Suzy Card, Verlan Den Adel, Brenda Huisman, Dinakar Kesavapillai, and Rachel Sparks. Library Director Mara Strickler was present. Kenny Nedder was excused.

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

**III. Approval of Agenda:** The February 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 January 2020 minutes prior to the meeting. Brenda moved to approve the January minutes as written. Dinakar seconded the motion. The minutes were unanimously approved.

**V. 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, Angela moved to approve the February bills. Suzy seconded the motion. The bills were unanimously approved.

**VI. Unfinished Business:**

- a. Accreditation status report – All Board members received a copy of the FY 21 Accreditation Application prior to the meeting. All standards have been met for Tier 3. Mara will submit a final copy after making a couple changes.
- b. Strategic Plan Goals
  - a. Volunteer Your Fines Away Event: Board discussed possible volunteer ideas to go along with National Library Week.

**VII. New Business:**

- a. Director's Schedule: 3/4-3/6 & 3/18-3/20, Mara will be on leave.
- b. Edge 2.0: Original Edge Assessment ended 12/19: Mara completed the updated Edge 2.0 assessment and will develop an action plan based on the results for next month's meeting. Assessment is voluntary but highly encouraged by the State Library. Mara to email assessment to Board.
- c. Enrich Iowa report from State Library: All Board members received a copy of the FY 2019 report. The proposed Enrich Iowa budget remains flat.
- d. Facilities Report: Old reference desk in front of Library entry has been removed and new shelving units have been added. Area near story time room has some maintenance issues to be reviewed. CIP funds will be used for LED lighting on shelving. Ryan will get contacts to give ideas and bids for projects to repurpose bookshelves and other items from the Carnegie Library. Marion County Community Foundation grant is coming up. Mara plans to submit project for shelving for art prints for the application.
- e. Marion County budget update: Budget allocation remains flat for the upcoming year.
- f. State Library of Iowa Update regarding continuing education: Endorsement rather than Certification for Library Director's and staff. Endorsements will be based on tracks for Director's, Technical Services, Youth Services, and Staff Librarians.
- g. Walk through of basement – disposal of materials. Mara identified some items in the basement for disposal. Removal of the items has been approved by Mike Nardini.

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

- a. President Verlan noted the State Library Monday Morning Email had a STEM Program Application. Mara to look into details.

**IX. Director's Report:**

A. Personnel

- Library Assistant update: Hannah Stephenson has been hired as our newest Library Assistant; her first day was 1/30/20. Her off-desk hours will include assisting with payroll, bank deposits, and review of donations. Hannah also works at Central College in the Music Department. Please join me in welcoming Hannah to the Library!

B. IMLS Grant Update

- As of 2/4/20, 524 documents had been uploaded to the Pella Community Memory Database. We've been contacted by several organizations exploring the possibility of including their own digitized materials in the Database. We also have been in discussions with Central College regarding the possible addition of the Scholte Papers! You may see new collections appearing in the PCMD.

C. Statistics

- Adventure passes: 10 passes checked out in January:
  - 1 to Blank Park Zoo
  - 3 to Botanical Gardens of Des Moines
  - 3 to the Brenton Skating Plaza
  - 3 to Science Center of Des Moines
- Fax24: 9 faxes sent in January.
- Hoopla:  
498 total circulations borrowed by 253 unique patrons  
96 patrons used all 3 checkouts  
Average price per circulation: \$2.04  
209 patrons were blocked by the budget caps (540 transactions)

D. Upcoming events:

*Adults:*

- February 11 at 7:00 p.m.: **Conversations in Spanish** – Library Meeting Room
- February 13 – 20 at 5:00 p.m.: **Your Genealogy** – Library Meeting Room
- February 17 at 10:30 a.m. & 6 p.m.: **Photo Digitization** – Registration Required
- February 26 at 11:00 a.m.: **Conversations in Spanish** – Library Meeting Room
- February 27 at 12:00 p.m.: **Brown Bag Book Club** – Library Meeting Room

*Youth:*

- February 12 at 10:30 a.m.: **Tot Time** – Story Time Room
- February 13 at 6:30 p.m.: **Home Reads Book Club** – See Miss Katie for info
- February 15 at 10:00 a.m.: **Life Size Chutes & Ladders** – Registration Required
- February 12, 19, & 26 at 3 p.m.: **Whatchamacallit Wednesday** – Meeting Room
- February 14, 21, & 28 at 4:00 p.m.: **Dungeons & Dragons**
- February 15, 22, & 29 at 10:30 a.m.: **Saturday Story Time** – Story Time Room

**X. Trustee training reports:**

- a. Discussion regarding Innovative Libraries Online Conference (ILOC) Keynote: Trustees: What's Your Role in Project Management by Gail Santy. Kanban management style concept was highlighted. A couple key benefits are visibility and accountability for director, staff, and public. Mara would like to implement for upcoming projects with the Edge assessment and strategic plan.

**XI. Committee reports:**

- a. Policy Review: None.

**XII. Adjournment:** President Verlan Den Adel adjourned the meeting at 5:38 p.m. The next regularly scheduled Board Meeting is scheduled for Wednesday, March 11, 2020.