

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
April 12, 2021

I. Call to Order: President Brenda Huisman called the meeting to order at 4:02 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. All members were 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 April 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 the March 2021 meeting minutes prior to the meeting. Kenny moved to approve the March minutes as amended. Nathan seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business:

- a. **Review of service models and COVID-19** – Mara provided an update on the key Marion county COVID-19 statistics as well as updates on the plans to ease restrictions on in-person programming, quarantining of materials, and capacity limits. She will create a written plan for the Board to consider and then review with the City Manager.
- b. **Board Recruitment: demographics, existing gaps in Board membership** – Mara provided an update on the application and recruiting efforts for the upcoming open board positions.
- c. **Pella Public Library: Closing Schedule for Staff Inservice – Friday, December 10, 2021** – Mara recommended changing the Staff Inservice date from December 10th to December 17th due to a conflict with the ILA Board Meeting on December 10th. Brenda moved to approve the change. Darath second the motion. The motion was unanimously approved.

VII. New Business:

- a. **Iowa Trustee's Handbook: 2021 Edition** – Tabled until the May meeting
- b. **Director's Planned Time-Off and the May Board Meeting** – Mara reviewed her upcoming plans for time-off and discussed the logistics around preparing for the May meeting.
- c. **State Funding** – Mara reviewed her recommendation for allocation of the remaining state funding. She will prioritize about \$7,500 on library materials, \$420 on digitization efforts, and \$1000 on the room reservation subscription. Kenny moved to approve the recommendation as presented Suzy seconded the motion. The motion was unanimously approved.

VIII. President's Report and Announcements:

- a. President Brenda thanked the board members for turning in write-ups to support the Library Week campaign – why the library.

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 have completed interviews for Dawn's current position and Amy Kelpel will join the team as a Library Assistant. 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!

- b. **FOL Board Annual Meeting** – The Friends of the Library Board’s annual meeting will take place on Tuesday, 4/21 at 9:30 am, followed by their regular business meeting. The FOL Board will vote on incoming members. Many thanks to outgoing Board members: Jennifer Smart, Robin Martin, Wanda Coleman, and Jaime Adrian for their work on the FOL Board and their support of the Pella Public Library. The FOL Board will also review the state of the Library and the annual Treasurer’s report
- c. **Statistics**
- Fax24: 8 faxes sent in March
 - Adventure Passes: 16 passes checked out in March
 - i. 3 to the Blank Park Zoo
 - ii. 2 to the Botanical Gardens of Des Moines
 - iii. 0 to Brenton Skating Plaza
 - iv. 2 to Des Moines Children’s Museum
 - v. 0 to the Pella Historical Society
 - vi. 9 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. **Marion County Libraries Director’s meeting** – The Directors of the Marion County Libraries will meet on Tuesday, 4/20/21 at the Knoxville Public Library at 10 am. We will be discussing plans for the Marion County Community Read of We the Interwoven v. 3 on Tuesday, 4/27/21 at 6 pm via Zoom. We will also review an alternative funding distribution model under consideration to present to the County Board of Supervisors; this model proposes distributing funding based upon Marion County’s rural population by zip code
- e. **Upcoming events**
- See our April calendar:
<https://pellalibrary.libcal.com/calendar/main?cid=8842&t=m&d=0000-00-00&cal=8842&inc=0>
- f. **Additional updates** – Mara provided some additional updates including the upcoming Friends of the Public Library meeting, woodworking projects, additional grant opportunities for Bridges expansion, and that the Pella Public Library will be assisting with interlibrary loans for the Central College Library this summer.

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

- a. **Marion County Board of Directors Meeting**
- Thursday, September 9, 2021
 - CE Provided by State Library Consultant: Maryann Mori
- b. **State Library Boardroom Series** – Inspire your Community with Inspiring Library Stories
- Tuesday, May 25, 2021 from 6:00-7:30 p.m.

XI. Committee reports:

- a. **Personnel Committee:** There was no committee report.
- b. **Policy Committee:**
- i. **Unattended Children policy** – Board members received a copy of the Unattended Children policy. No changes were recommended. Brenda moved to continue with the policy unchanged. Suzy seconded the motion. The motion was unanimously approved.
 - ii. **Patron Assistance policy** – Board members received a copy of the Patron Assistance policy. The committee recommends removing the limited number of holds and fee associated with that limit to better align with the curb-side service that was adopted last year and that will continue. Kristi moved to approve the updated policy. Brenda seconded the motion. The motion was unanimously approved.
 - iii. **Computer and Internet Use policy** – Board members received a copy of the Computer and Internet Use policy. The committee recommends changing the language regarding the viewing obscene

material as referenced by Iowa Code 728.2. Brenda moved to approve the updated policy. Kristi seconded the motion was unanimously approved.

XII. Adjournment: President Brenda Huisman adjourned the meeting at 5:17 p.m. The next regularly scheduled Board Meeting is scheduled for May 11, 2021.