

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
April 14, 2020

**I. Call to Order and Roll Call:** President Verlan called the meeting to order at 4:00 p.m. Board members present via phone were: Angela Adam, Verlan Den Adel, Brenda Huisman, Dinakar Kesavapillai, Kenny Nedder, and Rachel Sparks. Library Director Mara Strickler was present. Suzy Card was absent. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via conference call.

**II. Recognition of Visitors and Visitor Comments:** Mike Nardini, Pella City Administrator, and Chris Brown, Assistant library director were present via phone.

**III. Approval of Agenda:** The April 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 March 2020 minutes prior to the meeting. Kenny moved to approve the March minutes as written. Brenda seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. 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, Angela moved to approve the April bills. Kenny seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The bills were unanimously approved.

**VI. Unfinished Business:**

- a. Library services, staffing, and COVID-19: Mike Nardini presented an update on COVID-19 for the City departments in accordance with the Governor. Mara prepared Curbside Pickup Procedures for Board's review. Angela moved to approve presenting the Curbside Pickup Procedures to the City Council at their next scheduled meeting for approval to implement based on the Governor and City recommended guidelines. Kenny seconded the motion to present to City Council. On roll call, the vote was: AYES: 4 (Angela, Dinakar, Kenny, & Rachel), NAYS:2 (Verlan and Brenda). Motion carried. National Library Week: Food for Fines and Volunteer Your Fines away. Mara proposed rescheduling to August - September for National Library Card Sign-up Week. Katie is working on summer reading program for online or programs for social distancing. Mara, Chris, & Katie are able to work from home in case there is a shelter in place. Mara would be able to come into the library as an essential employee of the City.
- b. State funding: All Board members received an updated list for distribution of State funding prior to the board meeting. Brenda moved to approve the proposal of even split between Hoopla and materials. Dinakar seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. Motion carried.

**VII. New Business:**

- a. Discuss Board members terms: expiring and upcoming vacancies. There are two vacancies for the Board Trustees for the upcoming year. Mara has prepared the applications and posted the openings for applicants. Mara will add a conflict of interest line to the matrix for review of applications next month.
- b. Passport Acceptance Facility. Mara is in the process of having the Library be a passport facility for a means of community service outreach and an additional revenue source. Mara will get more details on staff training and involvement and present to the Board when received.

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

- a. President Verlan noted Enrich Iowa has extended their deadline due to COVID.

## IX. Director's Report:

### A. Collection Management

- Staff have taken the opportunity of the Library's closure to review the weeding schedule. Thus far we have reviewed the following collections: Large Print, Religious Fiction, DVD, art prints, and Non-Fiction (600-900). Any worn or stained items have been removed and the collections should now have room to grow on the shelves.

### B. IMLS Grant Update

- As of 4/8/2020, 842 documents have been uploaded to the Pella Community Memory Database. Our Digitization Assistant is currently on self-imposed medical leave due to the current public health crisis; at this time, we have two Assistants who are continuing to scan and upload documents during her absence. Our thanks to Carol and Barry for stepping into this role during the Library's closure.

### C. Appreciation meals for Parks and Public Works

- We had originally scheduled this annual event for Monday, 4/13. Due to the current public health crisis, we have postponed the meal for the Fall. While we considered ordering a meal in for Parks and Public Works, Library staff feel that it is important to provide a home cooked meal to show our appreciation because these departments do a great job of helping to care for the Library building.

### D. Statistics

- Adventure passes: 15 passes checked out in March:
  - 5 to Blank Park Zoo
  - 4 to Botanical Gardens of Des Moines
  - 2 to the Pella Historical Society
  - 4 to Science Center of Des Moines
- Fax24: 4 faxes sent in March.
- Hoopla:
  - 559 total circulations borrowed by 251 unique patrons
  - 93 patrons used all 3 checkouts
  - Average price per circulation: \$1.47
  - 276 patrons were blocked by the budget caps (829 transactions)

### E. Upcoming events:

#### *Adults:*

- No fixed time: **Geri-Fit Online** – Patrons must register for online account
- Thursdays at 2:30 p.m.: **Stories with Miss Katie** – via WeslyLife's Distribution Channel

#### *Youth:*

- M-F at 9:00 a.m. & 10:30 a.m.: **Story time with Miss Katie via Facebook Live**
- M-F at 9:30 a.m.: **Big Kid Story time with Miss Katie via Facebook Live**
- Tu & Th at 1:30 p.m.: **STEM Minute with Mr. Chris via Facebook Live**

## X. Trustee training reports:

- a. Marion County Annual Board Meeting originally scheduled for 4/23/2020 has been postponed. Potential alternative date is Thursday, 9/3/2020 from 6-8 p.m. in Knoxville.

**XI. Committee reports:**

b. Policy Review:

- i. Unscheduled Closings policy: Board members received a copy of the Unscheduled Closings policy. No changes were recommended. Kenny moved to continue with the policy unchanged. Angela seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The policy was unanimously approved.
- ii. Displays policy: Mara is still waiting for the City Attorney to review the policy for liability concerns and guidance.
- iii. Photo Release policy: Postpone review of policy until we have received recommended language from the State Library.

**XII. Adjournment:** President Verlan Den Adel adjourned the meeting at 5:02 p.m. The next regularly scheduled Board Meeting is scheduled for Tuesday, May 12, 2020.