

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
May 12, 2020

**I. Call to Order and Roll Call:** President Verlan called the meeting to order at 4:03 p.m. Board members present via phone were: Angela Adam, Verlan Den Adel, Suzy Card, Brenda Huisman, Dinakar Kesavapillai, and Rachel Sparks. Library Director Mara Strickler was present. Kenny Nedder 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:** No visitors were present.

**III. Approval of Agenda:** The May 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 April 2020 minutes prior to the meeting. Angela moved to approve the April minutes as written. Dinakar 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 May list of bills prior to the meeting. After a brief discussion and questions regarding the bills, Brenda moved to approve the May bills. Suzy seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The bills were unanimously approved.

**VI. Unfinished Business:**

- a. There was no unfinished business.

**VII. New Business:**

- a. Review of curbside pickup service and discussion of service models
  - i. Evaluation of hours and staffing needs: Mara presented an update on the current Library curbside pickup service.
- b. Review of Board applicants and matrix evaluations: All Board members received the Library Trustee Applications and matrix for evaluations to fill the two Trustee positions beginning in July. After compiling results from all Board member evaluations and a brief discussion, Angela moved to approve for Mara to contact the two individuals to let them know the Board is recommending them to the Mayor for appointment on the Library Board. Dinakar seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The applicants were unanimously approved.
- c. Personnel committee duties: Director's evaluation and officer nominations will be in the next couple months.
- d. Review of the State of America Libraries 2020: All Board members received a copy of the American Libraries special report for review.

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

- a. President Verlan shared his thanks to the Library staff for how well they have been handling the shut down and reopening in stages with implementing curbside pickup in addition to taking on new roles during this time.

**IX. Director's Report:**

- A. Aviary Service Provider
  - With the support of the Friends of the Library Board, we transitioned from Living Design, Inc. to Serenity Aquarium and Aviary Services based out of Wisconsin. For some time, the Staff and the FOL Board had been dissatisfied with the service provided by Living Design. Serenity comes well recommended and should provide more consistent care of the birds, as well as be slight reduction in costs. The birds are looking forward to the Library reopening!

B. IMLS Grant Update

- As of 5/8/2020, 904 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. Due to the introduction of the curbside pick-up service, we have had to suspend scanning materials to the Pella Community Memory Database and we'll restart when we're able. As we have made very good progress, the suspension will not adversely affect the project.

C. Iowa Library Association

- As the President of ILA, I am co-chairing the Conference Planning Committee. The conference is scheduled to take place in mid-October in Dubuque; needless to say, this has been a challenging time to plan for the future. We are currently in discussion about whether to proceed with an in-person conference or transition to online only. I expect that we will make a decision by mid-June. If the conference is online, it would be a good CE opportunity for Board members.

D. Statistics

- Adventure passes: 0 passes checked out in April:
  - Due to the COVID-19 public health crisis all Adventure Pass locations were closed in April.
- Fax24: 0 faxes sent in April.
- Hoopla:
  - 662 total circulations borrowed by 281 unique patrons
  - 124 patrons used all 3 checkouts
  - Average price per circulation: \$1.51
  - 136 patrons were blocked by the budget caps (269 transactions)

E. Upcoming events:

*Adults:*

- No fixed time: **Geri-Fit Online** – Patrons must register for online account

*Youth:*

- M-F at 9:00 a.m. & 10:30 a.m.: **Story time with Miss Katie via Facebook Live**
- Tuesdays at 1 p.m. starting in June: **Book to Movie Club via Facebook Live**
- Wednesdays at 2 p.m. starting in June: **Teen Book to Movie Club via Facebook Live**

**X. Trustee training reports:**

- a. All Board members received a copy of *Palaces for the People* by Eric Klinenberg: A Place to Gather chapter discussion – table discussion for Board meeting when able to meet in person at the Library.

**XI. Committee reports:**

- b. Policy Review:
  - i. Displays policy: Postpone review of policy until we have received recommendation from the City Attorney for liability concerns and guidance.
  - ii. 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 5:08 p.m. The next regularly scheduled Board Meeting is scheduled for Tuesday, June 9, 2020.