

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
June 9, 2020

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

II. Recognition of Visitors and Visitor Comments: Incoming Trustees, Nathan Copeland and Kristi Leonard, were present. They introduced themselves. Mara and the Board welcomed them to the Board with terms beginning with the upcoming fiscal year.

III. Approval of Agenda: The June meeting agenda was received by all Board members prior to the meeting. New trustee vacancy was added to the agenda under new business by Rachel. The agenda stood as presented with the addition.

IV. Disposition of Minutes: All Board members received the May 2020 minutes prior to the meeting. Brenda moved to approve the May minutes as written. Kenny 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 June list of bills prior to the meeting. After a brief discussion and questions regarding the bills, Kenny moved to approve the June bills. Dinakar seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The bills were unanimously approved.

VI. Unfinished Business:

- a. Review of service models and plans for reopening: Mara has provided the Board with daily updates of the library use and statistics since opening to the public. Opening to the public has been overall successful and the patrons have been respectful the Library, staff, and guidelines in place. Mara plans to continue to update the Board on a weekly basis. Discussion was held regarding opening the Library with regular summer hours. All other options of the reopening would remain in effect. Kenny moved for the Library to resume regular summer library hours effective July 6th at the director's discretion based on updated COVID statistics or government regulations. Brenda seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The motion carried.

VII. New Business:

- a. Recognition of Outgoing Board members: Verlan Den Adel, Angela Adam, and Rachel Sparks. Mara thanked the trustees for their service on the Board.
- b. Trustee Vacancy: Rachel Sparks is resigning from the Board due to moving. There will be a Trustee opening to fulfill the remaining 2 years of the term. Discussion was held regarding applications received from the recent Trustee opening. Brenda moved to review the prior applicants during the July meeting to select a nomination for the position. Kenny seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The motion carried.

VIII. President's Report and Announcements:

- a. President Verlan thanked the members of the Board for their service and having him as President this past year as he has finished his term. The Library has great staff and he looks forward to the future of the Library. He welcomed the two new members to the Board.

IX. Director's Report:

A. Adventure Pass: Blank Park Zoo

- The Zoo was the first Adventure Pass location to reopen and we have already received multiple requests for passes. The zoo is providing timed tickets every 15 minutes. For this reason, patrons currently need to come to the Library to get their passes so Library staff can assist them in making a reservation. We are seeing an increase in request for Adventure Passes from people who live outside of Pella.

B. IMLS Grant Update

- As of 6/3/2020, 907 documents have been uploaded to the Pella Community Memory Database. On 6/1/20, our Digitization Assistant returned from self-imposed medical leave due to the current public health crisis. The Library has received \$500 from Walmart in order to purchase an adaptor to allow us to digitize a donation of photos and photo negatives.

C. Summer Library Program

- We are continuing to distribute Summer Library Program bags which include materials for crafts that Miss Katie will lead as virtual programs through the summer, as well as reading logs, and program descriptions. Thus far, 619 youth from 265 families have registered for the Summer Library Program. Please encourage families to visit the Library for more information.

D. Statistics

- Adventure passes: 0 passes checked out in May:
 - Due to the COVID-19 public health crisis all Adventure Pass locations were closed in May.
- Fax24: 0 faxes sent in May.
- Hoopla:
 - 622 total circulations borrowed by 278 unique patrons
 - 121 patrons used all 3 checkouts
 - Average price per circulation: \$1.61
 - 200 patrons were blocked by the budget caps (524 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**
- Thursday, 6/18 at 11:15 a.m.: **Crafts in a Bag! Build a Catapult**
- Thursday, 6/25 at 11:15 a.m.: **Crafts in a Bag! Medusa Headband**

X. Trustee training reports:

- a. Mara reminded the Trustees about the Marion County Board Meeting in September in Knoxville. She briefly discussed the trustee requirements for our accreditation from the State Library.

XI. Committee reports:

- a. Personnel Review:
 - i. Nomination of Officers: The policy committee recommends Brenda for President, Suzy for Vice-President, and Kenny for Secretary. Brenda moved to approve. Rachel seconded. On roll call, the vote was: AYES: 6, NAYS: None. The motion carried.
 - ii. Director's Performance Evaluation: Kenny provided a status update on the director's evaluation. He is waiting for feedback from a few Trustees and then the committee will finish the evaluation timely for City Administrator, Mike Nardini.
- b. Policy Review:
 - i. Interlibrary Loan Policy: The Board received a copy of the policy prior to the meeting with changes noted. Brenda moved to approve the policy with the changes as presented. Kenny seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The motion carried.
 - ii. PA System Policy: The Board received a copy of the policy prior to the meeting. No changes were recommended. Brenda moved to retain the policy as is. Kenny seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The motion carried.
 - iii. Displays Policy: The Board received a copy of the policy prior to the meeting with notes from the City Attorney for changes. After a brief discussion of the policy and wording, Brenda moved to table the policy review until the new policy committee has a chance to review and discuss. Rachel seconded the motion. On roll call, the vote was: AYES: 6, NAYS: None. The motion carried.
 - iv. 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 5:22 p.m. The next regularly scheduled Board Meeting is scheduled for Tuesday, July 14, 2020.