

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
July 12, 2022

**I. Call to Order:** Vice President Suzy Card called the meeting to order at 4:00 p.m. Board members present were: Suzy Card, Darath Fisher Nathan Copeland, Kristi Leonard, Dayrel Gates and Matt Van Gelder. Board members absent were: President, Brenda Huisman. Library Director Mara Strickler was present. Meeting held at the Library's Heritage Room.

**II. Recognition of Visitors and Visitor Comments:**

- community member comments:
  - Resident of Pella
    - Comment: appreciate the opportunity to attend the meeting.
  - Resident of Pella
    - Recommend that the comments to the board be shared.
    - Discussion around how we have been attending and reporting.

**III. Approval of Agenda:** The June meeting agenda was received by all Board members prior to the meeting.

There were no changes to the agenda. The agenda stood as presented.

- **Kristi motioned for July's meeting agenda to be approved as presented, Darath seconded the motion.**
  - **Motion was unanimously approved**

**IV. Disposition of Minutes:** All Board members received the minutes to last month's meeting prior in advance.

- **Discussion regarding corrections to the draft minutes, including correct spelling of names. Kristi motioned for June's meeting minutes be approved as amended, Matt seconded the motion**
  - **Motion was unanimously approved**

**V. Approval of Bills:** All Board members received the list of bills prior to the meeting. After a brief discussion and questions regarding the bills:

- **Kristi motioned for the bills to be approved as presented, Darath seconded the motion**
  - **Motion was unanimously approved**

**VI. Unfinished Business:**

1. Approval of Board Statement re: Resolution No. 6442
  - a. Motion Dayrel, seconded by Matt; motion was unanimously approved
  - b. Please refer to attached statement

## **VII. New Business:**

1. Motion to accept proposed slate of officers
  - a. Motion Kristi, seconded by Darath; motion was unanimously approved
2. RFID installation
  - a. Contractor installation of RFID hardware
  - b. Monday 8<sup>th</sup> and 9<sup>th</sup> closed to the public (but open for curbside)
    - i. Q: communication to the public
    - ii. Q; staff hours? No changes to staff schedule
  - c. Motion Nathan, seconded by Kristi to modify hours; motion was unanimously approved
3. Ethics Statement and Conflict of Interest Statement
  - a. Both statements have been completed by all Trustees for FY22/23, as required by existing policy.
4. FY20/21 Statistics
  - a. Please refer to the attached written summary. The statistics will be reviewed in greater detail upon completion of the annual report which needs to be submitted to the State Library by 10/31/22.

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

1. No written report provided

## **IX. Director's Report:**

1. Please refer to attached written report

## **X. Trustee Training Reports:**

1. Sept. 8<sup>th</sup> Marion County Board training

## **XI. Committee Reports:**

1. Policy Review
  - a. ILL Policy
  - b. **Kristi motioned to retain the policy as written, Matt seconded**
    - i. **Motion was unanimously approved (Darath not present)**
2. Personnel committee
  - a. Discussion of the Director's annual evaluation  
At approximately \_5:00 \_ p.m. The Vice-President announced that the Board would enter closed session to conduct the annual evaluation of the Library Director. The Board exited closed session at \_5:14 \_ p.m.

**XII. Adjournment:** Vice-President, Suzy Card. adjourned the meeting at \_5:15 \_ p.m. The next regularly scheduled Board Meeting is scheduled for August 9, 2022.

Location: City Council Space



---

THE  
**CITY of PELLA**  
STAFF MEMO TO COUNCIL

---

***MEMORANDUM***

**TO:** Mayor & Council  
Mike Nardini, City Administrator

**FROM:** Brenda Huisman, President, Pella Public Library Board of Trustees

**DATE:** June 14, 2022

**SUBJECT:** Resolution No. 6422

On behalf of the Pella Public Library Board of Trustees, I am writing to you regarding Resolution 6422, which was submitted to City Council on 6/7/22. As this resolution pertains to City Code, Chapter 22 regarding the governance of the Library, the Library Board of Trustees has authorized me to outline factors we believe are important to take into consideration on this matter.

Firstly, the Library Board of Trustees supports and respects the City Council's decision making regarding when to include Resolution No. 6422 on an upcoming ballot. While the Library Board holds important specific duties regarding the operations and policies of the Library, as an electoral matter, this falls beyond the purview of the Library Board of Trustees. It is understood that the resolution will be on the ballot in November 2023, unless action is taken by Council to include it on an earlier special election ballot.

Secondly, we ask the Council to consider the importance of accurately conveying the impact of Resolution No. 6422 to the community. There have been considerable public misstatements and misinformation regarding this issue which has led to misperception of Library governance and accountability. There needs to be sufficient time to effectively communicate the role of the Library Board and the impact of Resolution No. 6422 to the residents of Pella.

The Library Board of Trustees is committed to continuing to fulfill the Library's Mission and to work with City Council to ensure good governance and transparency of the library's operation. We appreciate your consideration and support.

Respectfully,  
Brenda Huisman  
President, Pella Public Library Board of Trustees

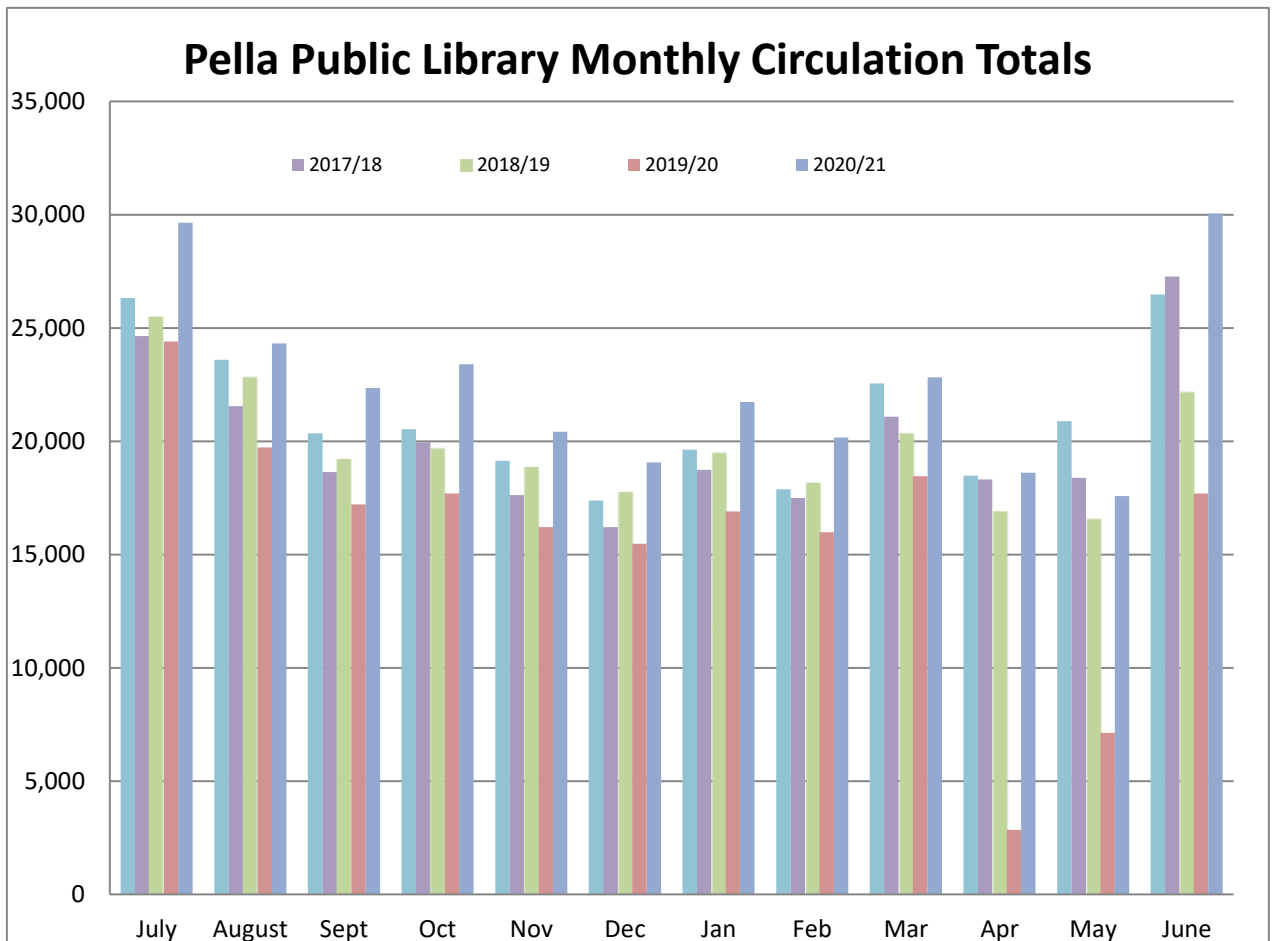
**FY21/22 Statistics  
Brief Summary**

Circulation trends are difficult to analyze due to the pandemic and difficult predict due to the current economic situation. The past year’s usage justifies the decision to lease, instead of purchase, dvds whenever possible; usage also demonstrates the need to increase funding of electronic resources.

Total circulation: 211,779; this is an approximately 1% decrease from last year’s 213,722.  
 Average monthly circulation: 17,648  
 Highest monthly circulation: July (22,887)

Trends and other items of note:

- Use of physical materials varied across the board:
  - DVD and Video circulation decreased approximately 13.25%
  - Adult materials decreased approximately 2%
  - Juvenile materials increased 7.5%
- Bridges downloads totaled 22,454, a 13% decrease over last year; use of hoopla increased 25%.
- Visits to the Library increased 22% and program attendance increased approximately 150%.
- Computer use increased 22% and wireless usage grew by approximately 6%



**Director's Report**  
**July 12, 2022**

A. Print Subscriptions

On Friday June 24, Library staff learned that our current magazine subscription service provider, Popular Subscription Service will be closing at the end of July. I have received quotes from the following businesses: WTCox, Magazine Subscription Service Agency, and Rivistas Subscription Services. I am concerned that this may impact receipt of all current subscriptions through 2022.

B. RFID Update

We continue with tagging the Library's collection with RFID tags. Virtually all Library books have been tagged and we have moved onto media. Installation of the RFID hardware should take place in August with assistance from Public Works staff to ensure that its done correctly. Please see the following pages for more information:  
<https://www.cityofpella.com/649/RFID-Conversion-Project>  
<https://pellalibrary.libcal.com/reserve/rfid>

C. Statistics

- Fax24: 12 faxes sent in June
- Adventure Passes: 26 passes checked-out in June:
  - 9 to the Blank Park Zoo
  - 9 to the Botanical Gardens of Des Moines
  - 0 to the Brenton Skating Plaza
  - 1 to Des Moines Children's Museum
  - 2 to the Pella Historical Society
  - 5 to the Science Center of Iowa
- Hoopla – June:
  - 879 total circulations borrowed by 329 unique patrons
  - Average circulation per patron: 2.7
  - Average price per circulation: \$2.09
  - Total monthly cost: \$1,835.98

A. Summer Library Program

The Summer Library Program is in full swing, this year's theme is Read Beyond the Beaten Path with programs and resources focusing on the outdoors. As of 7/1/22, 379 individuals had registered for the Summer Library Program, over 450 incentives had been distributed to community members, and over 350 activities had been completed by participating youth. Katie, along with Mary Robertson at the Pella Community Center, will continue to hold outreach events at various locations throughout the Summer Library Program.

B. Upcoming events:

- See our current calendar:  
<https://pellalibrary.libcal.com/calendar/main?cid=8842&t=m&d=0000-00-00&cal=8842&inc=0>