

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
July 14, 2020

I. Call to Order: President Brenda Huisman called the meeting to order at 4:01 p.m. Board members present at the Community Center were: Nathan Copeland, Brenda Huisman, Dinakar Kesavapillai, Kristi Leonard, and Kenny Nedder. Board member Suzy Card was present via telephone. Library Director Mara Strickler was present.

II. Recognition of Visitors and Visitor Comments: There were no visitors present.

III. Approval of Agenda: The July 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 both the special May and regular June 2020 minutes prior to the meeting. Kenny moved to approve the special May and regular June minutes as written. Dinakar seconded the motion. The minutes were unanimously approved.

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

VI. Unfinished Business:

- a. **Review of service models and phased reopening** – Mara reviewed the current situation including presently operating at reduced capacity of 40 people in the library but with the regular hours. Discussion was held regarding how to proceed through the remainder of the year. Mara recommends moving forward with the normal expanded hours in the fall schedule and maintaining a reduced capacity. It was also recommended to not return to in-person programming until at least next year. The Board agreed to the recommendations and recognized the need to be flexible given the current public health crisis. The Board will review again during the August meeting.

VII. New Business:

- a. **Review of Board applicants and matrix evaluations** – The Board reviewed candidates to fill the remaining 2-year term vacated by Rachel Sparks. After compiling results from all Board member evaluations and a brief discussion the Board provided a suggestion for Mara to take for recommendation to the Mayor.
- b. **Election of officers** – Along with the new officers for this fiscal year, committee assignments need to be made. After some discussion, it was decided that Dinakar, Kenny, and Kristi will serve on the Policy Committee; Suzy, Nathan, and the new member will serve on the Personal Committee.
- c. **Board of ethics/Conflict of interest statements** – Mara reviewed the purpose of these documents and reviewed the policy and each board member to sign annually.
- d. **FY18/19 statistics** – Mara reviewed the statistic comparison from last year to this year. She noted a negative impact from the closures of many physical library services. The library saw a significant increase in web site and digital access. The Board discussed potential reallocation of resources to support this shift to digital. Mara has been reviewing a more robust video streaming services called Kanopy that could supplement the existing Hoopla service. She will work with the Friends of the Library to see if they would be able to support a trial of this service.
- e. **Progress report on Strategic Plan Goals and Activities** – Mara reviewed the plan goals and activities and discussed open items such as the annual survey missed in the transition of library directors. Her goal is to get a survey completed this year to be able to create a new plan next year and use as a new baseline measure. The Board also discussed the impact of Covid-19 and if the new plan strategic plan should be created sooner.

VIII. President's Report and Announcements: The president did not have a report.

IX. Director's Report:

- a. **Summer Reading programs** – The modified Summer Library Program continues with lower engagement than normally, which was expected given current circumstances. For next year, I recommend purchasing/subscribing to an app that can facilitate a blend of online and in-person programming to fit the circumstances.
- b. **Staff Transitions** – Lily Pumphrey has submitted her resignation, effective 8/26/20. We are currently accepting applications for the position.
Teresa Butler has submitted her resignation, effective 7/29/20.
- c. **Building and grounds** – Public Works staff assisted with laying a new concrete pad and installing a new bench on the east side of the building in time for the 4th of July holiday.
- d. **Statistics**
 - The Zoo was the first Adventure Pass location to reopen. Pella Public Library made use of 8 passes in June.
 - Hoopla:
 - i. 572 total circulations borrowed by 276 unique patrons
 - ii. 116 patrons used all 3 checkouts; 2 patrons borrowed 4 titles
 - iii. Average price per circulation: \$1.94
 - iv. 0 patrons were blocked by the budget caps (budget caps were removed for the month of June)
- e. **Outreach** – Thursdays in Pella: 7/2, 7/9 (did not take part due to weather), 7/16, 7/23, 7/30
- f. **Connectivity Working Group** – I have agreed to take part in the Connectivity Working Group that is a part of the Economic Recovery Advisory Board to address broadband access throughout the State. I was asked to take part given my current role as President of the Iowa Library Association. I expect that we will meet every other week through the month of August to prepare recommendations to the Advisory Board.
- g. **Upcoming events**

Adults:

 - Now that we have Zoom Pro we are looking into restarting some suspended programming, including conversational Spanish and Culture Nights.
- h. *Children:*
 - Miss Katie continues to utilize Google Meet, YouTube, and Facebook Live for online youth programming.

X. Trustee training reports:

- a. **Boardroom 2020 Series** – Mara reviewed the upcoming State Library of Iowa educational opportunity called “Upstream: The Quest to Solve Problems Before They Happen” scheduled to take place July 23rd from 6:00 – 7:30 pm. She encouraged everyone to sign-up to attend live or to later review the recording.

XI. Committee reports:

- a. **Personnel Committee:**
 - i. **Director's Performance Evaluation** – Kenny provided an update the committee has completed and reviewed the evaluation with Mara and sent to Mike Nardini for reference.
- b. **Policy Committee:**
 - i. **Displays policy** – Mara provided an update this policy will be reviewed next with the Policy committee.
 - ii. **Photo Release policy** – Mara is still awaiting example policies from the law and state libraries. She will review with the Policy committee.

XII. Adjournment: President Brenda Huisman adjourned the meeting at 5:42 p.m. The next regularly scheduled Board Meeting is scheduled for August 11, 2020.