

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
August 11, 2020

I. Call to Order: President Brenda Huisman called the meeting to order at 4:05 p.m. Board members present via video conference were: Suzy Card, Nathan Copeland, Darath Fisher, Dinakar Kesavapillai, Kristi Leonard, and Kenny Nedder. Library Director Mara Strickler was present. Due to heightened public health risks associated with the COVID-19 pandemic, accommodations were made to broadcast this meeting via Zoom video conference.

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

III. Approval of Agenda: The August 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 the July 2020 minutes prior to the meeting. Dinakar moved to approve the July minutes as written. Kristi seconded the motion. On roll call, the vote was: AYES: 6, NAYS: 0. The minutes were unanimously approved.

V. Approval of Bills: All Board members received the August list of bills prior to the meeting. After a brief discussion and questions regarding the bills, Kenny moved to approve the August bills. Suzy seconded the motion. On roll call, the vote was: AYES: 6, NAYS: 0. The bills were unanimously approved.

VI. Unfinished Business:

- a. **Review of service models and phased reopening** – Mara reviewed the existing capacity limitations and the meeting and study room closures. To date no people have been turned away due to hitting maximum capacity. The Heritage Room is now open to the public, the study and meeting rooms remain closed. Mara is seeking feedback from educators on the impact of the study room closures. The self-check-out machine which has been closed for safety precautions, will be removed from the floor.

VII. New Business:

- a. **Adopt the 2021 closure schedule** – Mara presented the proposed 2021 closure schedule. A correction was made to the July 5th day of week. Kenny moved to adopt the 2021 closure schedule as corrected. Suzy seconded the motion. On roll call, the vote was: AYES: 6, NAYS: 0. The schedule was unanimously approved.
- b. **Review of collection agency statistics** – Mara reviewed the collection agency statistics going back to 2009 and noted the significantly reduced drop in funds received. Mara recommended looking into a program run by the state called “Iowa Offset”. A discussion on the collections methods including reasons for a change, potential positive and negative impacts on patrons, fee schedules, and the need to collect social security numbers. Kristi moved to explore the Iowa Offset program further. Nathan seconded the motion. On roll call, the vote was: AYES: 5, NAYS: 1. The motion to explore the Iowa Offset program passed.
- c. **Set policy for September: Library Card Sign-Up Month (1/2 price cards) & Food for Fines (reschedule from April – National Library Month)** – Mara presented a proposal to continue the tradition in September of reducing the library sign-up fee from \$2 to \$1. She also suggested holding the food for fines event also in September as it was not held in April as planned due to the library closings during the early months of the COVID-19 pandemic. Suzy moved to adopt both the library sign-up fee reduction and holding the food for fines event in September. Darath seconded the motion. On roll call, the vote was: AYES: 6, NAYS: 0. The policies were unanimously approved.

VIII. President’s Report and Announcements:

- a. President Brenda shared that Dinakar will be moving soon and will need to resign from the Board. Mara will be moving forward with finding applicants to fill his remaining term. Brenda and the Board recognized and thanked Dinakar for his years of services.

IX. Director’s Report:

- a. **Friends of the Library Annual Meeting** - The Friends of the Pella Public Library will hold their annual meeting on Tuesday, 8/25 at 9:30 am in the Police Department's Training Room, all are welcome to attend.
- b. **Staff Transitions** - Jo Ann Ready has accepted the position of Digitization Assistant. She will complete her orientation on Friday, 8/14 and she will begin her regular work schedule on Monday, 8/17. Jo Ann is retiring from Indian Hills Community College where she worked as a Senior Program Analyst for approximately 10 years. Please join me in welcoming Jo Ann to the Library!
- c. **Statistics**
 - Fax24: 7 faxes sent in July
 - Adventure Passes: 15 passes checked out in July
 - i. 9 to the Blank Park Zoo
 - ii. 4 to the Botanical Gardens of Des Moines
 - iii. 2 to the Science Center of Des Moines
 - Hoopla:
 - i. 643 total circulations borrowed by 304 unique patrons
 - ii. 135 patrons used all 3 checkouts; 0 patrons borrowed 4 titles
 - iii. Average price per circulation: \$2.02
 - iv. Total monthly cost: \$1,301.14
 - v. Mara shared the initial results of lifting the budget cap have not resulted in a budget burden at this point.
- d. **Outreach** – We are in the process of scheduling a drive-thru Book Bash in partnership with Families First. The location is still to be determined. Additionally, Library staff are in the process of preparing information on the Pella Community Memory Database to send to educators at Pella Christian, Pella Community Schools, and Central College.
- e. **Libby Training** – Overdrive staff are offering a Zoom Webinar, Getting Started with Libby, for our patrons who are eligible BRIDGES users (residents of Pella and rural Marion County). The trainings will be held on Friday, 8/28 at 9 am, 9:30 am, 10 am, & 10:30 am. The sessions will be recorded and shared in a follow-up email the next day to registered attendees. Please encourage friends and family to participate.
- f. **Upcoming events**

Adults:

 - Brown Bag Book Club via Zoom – The Mothers by B. Bennett: Thurs, 8/27 at 12 pm
 - Passive Program - Active August: Activities change daily, see our Facebook page
- g. *Children:*
 - Passive Program - Active August: Activities change daily, see our Facebook page

X. Trustee training reports:

- a. **Marion County Board Meeting** – Mara informed the Board of the upcoming meeting that will be at the Knoxville Public Library and online, September 3 from 6:00 pm – 7:30 pm.
- b. **Boardroom 2020 Series** – Mara reviewed the upcoming meeting on “The Art of the Board Room” series next scheduled to take place August 13th from 6:00 – 7:00 pm online.

XI. Committee reports:

- a. **Personnel Committee** – There were no updates to share.
- b. **Policy Committee:**
 - i. **Displays Policy (Update):** The committee has continued discussions and is seeking additional revisions from the city attorney. An updated draft of the proposed policy should be available soon. After a committee review a recommended revision would be brought to the Board for approval.
 - ii. **Photo Release Policy (Update):** Mara is awaiting information from the State Library before work can begin to review this policy.

XII. Adjournment: President Brenda Huisman adjourned the meeting at 5:13 p.m. The next regularly scheduled Board Meeting is scheduled for September 8, 2020.