

PELLA PUBLIC LIBRARY
Board of Trustees Meeting
September 8, 2020

I. Call to Order: President Brenda Huisman called the meeting to order at 4:06 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. Board members physically present were: Nathan Copeland and Brenda Huisman. Board members present via Zoom were: Suzy Card, Darath Fisher, Kristi Leonard, and Kenny Nedder. Library Director Mara Strickler was physically present.

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

III. Approval of Agenda: The September 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 August 2020 minutes prior to the meeting. Suzy moved to approve the August minutes as written. Nathan seconded the motion. The minutes were unanimously approved.

V. Approval of Bills: All board members received the September list of bills prior to the meeting. After a brief discussion and questions regarding the bills, Kenny moved to approve the September bills. Suzy seconded the motion. The bills were unanimously approved.

VI. Unfinished Business:

- a. **Review of service models and COVID-19** – Mara provided an update on research she has reviewed regarding the effectiveness of quarantining materials. She presented a recommendation to pursue a UV sanitizing machine that could improve effectiveness and reduce the time needed to manage and quarantine items. She has submitted a grant request to assist in the purchase of such a machine. There was a discussion around the quarantine process as well as funding source alternatives. Mara will share additional information on other products with the board for review. No additional action or changes are requested at this time. A continued discussion on this topic including funding will continue after receiving the results of the grant request.

VII. New Business:

- a. **Review Board applicants and matrix evaluations** – All board members received the Library Trustee Application and matrix for evaluations to fill the open trustee position. After compiling the results from all board member evaluations and a brief discussion, Nathan moved to request the missing question from the applicant and to approve Mara contacting this individual. Mara will let the applicant know the board is recommending him/her to the Mayor for appointment on the Library Board. Suzy seconded the motion. The applicant was unanimously approved.
- b. **Summer reading program results** - Mara presented statistics from the summer reading program on behalf of Katie, the Children’s Librarian. Mara also informed the board of the request to investigate an online platform to facilitate virtual programs in the future. The board discussed the program results and agreed with the need to shift to supporting primarily virtual programming for the next year. President Brenda expressed appreciation and recognition for the good job Katie had done with the program given the current pandemic.
- c. **Review of annual report** – Mara presented the Board with her annual report for FY 2019/2020. There was some discussion on the report and distribution methods. Mara also shared that based on the low circulation of physical audio books she will only add more to the collection via the patron request process. No changes were suggested, and all agreed to continue with the distribution of the report.

VIII. President’s Report and Announcements:

- a. **Marion County Board Meeting at Knoxville Public Library and Online** – President Brenda reviewed her take aways from the recent county board meeting. She recognized those that were able to attend. She also

challenged the board to review and know the Pella Public Library's mission statement; "The Pella Public Library enriches our community by creating young readers, nurturing the joy of reading, and supporting lifelong learning."

IX. Director's Report:

- a. **Banned Books Week** – Banned Books Week will take place from 9/27 – 10/3. Library staff plan a variety of displays, social media posts, and virtual programming in recognition. The ALA Office for Intellectual Freedom tracked 377 challenges to library, school, and university materials and services in 2019. Of the 566 books that were targeted, the most challenged was *George* by Alex Gino.
- b. **Staff Inservice** – Due to ongoing health and safety concerns, Chris, Katie, and I plan to provide the program for our annual staff in-service. For our work project, we plan to reposition the New bookshelves so the books will be facing the entrance, encouraging patrons to walk through the shelves, rather than around them. We are also looking into lighting options to add to the area.
- c. **Statistics**
 - Fax24: 4 faxes sent in August
 - Adventure Passes: 12 passes checked out in August
 - i. 7 to the Blank Park Zoo
 - ii. 2 to the Botanical Gardens of Des Moines
 - iii. 3 to the Pella Historical Society
 - Hoopla:
 - i. 643 total circulations borrowed by 312 unique patrons
 - ii. 128 patrons used all 3 checkouts
 - iii. Average price per circulation: \$2.02
 - iv. Total monthly cost: \$1,239.60
- d. **Outreach** – A drive-through Book Bash, in partnership with Families First, has been scheduled for Saturday, 10/10. The location is still to be determined. Assistant Director, Chris Brown, recently completed an interview with Dr. Bob, along with representatives from the Pella Historical Society, regarding the Pella Community Memory Database.
- e. **Food for Fines** – Library staff have so far received 40 shelf-stable food items for Food For Fines, resulting in a reduction of fines in the amount of \$22.80.
- f. **Upcoming events**
 - *Adults:*
 - i. Brown Bag Book Club via Zoom – *Treating People Well:* Thurs, 9/24 at 12 pm
 - ii. From the Iowa Caucuses to the White House by Andrew Green: Mon, 9/28 at 7 pm
 - *Children:*
 - i. Virtual Storytime via Zoom, see our Facebook page: M – Th at 10:30 am
- g. **Update on the Iowa Offset program** – Mara updated the Board that she is awaiting a response from the city's finance staff member to determine if we can proceed. Mara will provide an update in October.

X. Trustee training reports:

- a. **Marion County Board Meeting at Knoxville Public Library and Online** – Mara continued the discussion on take-aways from the county meeting. Other board members also shared their learnings and key take-aways as well as the benefits and disadvantages to the online meeting format.
- b. **Boardroom 2020 Series Online** – Mara reviewed the recent webinar on The Art of the Board Room Meeting. A discussion took place led by those members that attended regarding the learnings and key take-aways.
- c. **Boardroom 2020 Series Online** – Mara reminded the board of the upcoming webinar on The Board's Role in Storytelling (Stories That Stick by Kindra Hall) scheduled to take place September 10th from 6:00 – 7:30 pm.
- d. **ILA Annual Conference – Online** – Mara reviewed the upcoming online conference that will take place October 15th with various sessions through the day. She would recommend attending is Vision 2020 – Adopting the Vision.

XI. Committee reports:

- a. **Personnel Committee:** The committee did not have any updates.

b. **Policy Committee:**

- i. **Displays Policy** – Board members received a copy of the updated Displays Policy. Changes included updating wording to help alleviate potential liability concerns while continuing to let the public utilize the display space. Additionally, changes were made to correct the appeals process. Kristi moved to approve the updated policy as presented. Darath seconded the motion. The updated Displays Policy was unanimously approved.
- ii. **Volunteer Policy** – Board members received a copy of the updated Volunteer Policy. Changes included updates to the gendered pronoun related to the Library Director and wording was updated regarding reference checks as recommended by the city attorney. Kenny moved to approve the updated policy as presented. Nathan seconded the motion. The updated Volunteer Policy was unanimously approved.
- iii. **Photo Release Policy (Update):** Mara is still awaiting recommended language examples from the law librarian. If she is not able to get these before the end of the year, the committee will move forward with a recommendation independently on this policy.

XII. Adjournment: President Brenda Huisman adjourned the meeting at 5:55 p.m. The next regularly scheduled Board Meeting is scheduled for October 13, 2020.