

**PELLA PUBLIC LIBRARY**  
Board of Trustees Meeting  
October 11, 2022

**I. Call To Order:** President Brenda Huisman called the meeting to order at 4:06 p.m. Board members present were: Darath Fisher, Dayrel Gates, Brenda Huisman, Kristi Leonard, and Matt Van Gelder. Board members absent were: Suzy Card and Nathan Copeland Library Director Mara Strickler was present. Meeting held at the Pella Public Library.

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

- 1 community member present
  - Question: How does the library board member who attends each City Council meeting report to the rest of the board?
    - This is done via email. The council meeting agenda, plus any items brought up specifically regarding the library, are reported to the board. The board began doing this in order to be more visible to the community and involved with the City's governance.

**III. Approval of Agenda:** The agenda was received by all Board members prior to the meeting. There were no changes to the agenda. Kristi moved to approve the agenda. Darath seconded the motion. The motion was approved unanimously.

**IV. Disposition of Minutes:** All Board members received the September 13, 2022, minutes prior to the meeting. Kristi moved to approve the minutes as presented; Matt seconded the motion. The minutes were unanimously approved.

**V. Approval of Bills:** All Board members received the list of bills prior to the meeting. After some general discussion and questions regarding the monthly bills, Darath moved to approve the September bills. Kristi seconded the motion. The bills were unanimously approved.

Amazon billing is changing from a line of credit and invoice per transaction to a monthly invoice per line item.

MSSA – new provider for print subscriptions (after previous vendor, Popular Subscriptions, going out of business).

RFID expenses to Bibliotheca will be paid this month (CIP expenditures).

**VI. Unfinished Business:** There was no unfinished business.

**VII. New Business:**

- Community Center Ad Hoc Committee: Council recommends having a Library Board trustee be part of the committee. The building project is expected to last into 2024. Brenda Huisman agreed to represent the library on this committee. The Director will inform the Mayor and City Administration of this appointment.
- FY2021/2022 Annual Survey: Submitted to the State Library, which aggregates the data and sends it on to the Institute of Museum and Library Services at the Federal level. Information includes paid staff and salary info, capital income and expenditures, funds spent on the physical collection, costs of online resources, size of the collection. Matt moved to accept the survey as presented. Kristi seconded the motion. The motion was unanimously approved. Please see the addendum to the minutes for the Annual Survey.
- FY2024-2028 Capital Improvement Projects: Will be reviewed by City Administration before being submitted to City Council. Most are recurring/returning projects. Costs have been adjusted due to fluctuations in prices, etc. and are based upon updated quotes. The new project entry is for a building engineer to make an evaluation of the library building. This is needed because of the interdependence of some of the projects on each other. The library kiosk project was separated into two, due to the desire to have one on-site kiosk and another kiosk located off-site in a TBD location (some city-owned site). Dayrel moved to approve the CIP document for submission to City Administration. Kristi seconded the motion. The motion was approved unanimously.

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

City Council representation: 18 Oct – Dayrel; Nov 1 – Matt; Nov 15 – Suzy

Discussion of National Friends of the Library Week – Oct 16-22, and how the Board can show appreciation to the FOL.

Brenda mentioned the value “Eye Opener” emails on Mondays, which comes from the State Library.

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

- Director Mara Strickler has agreed to serve on the All Iowa Reads Committee beginning in 2023, and for at least two years. Committee members meet four times each year to recommend titles for the All Iowa Reads program and assist in making the final selections. The committee also assists with planning and promoting the state-wide program.
- Mara Strickler, Chris Brown, Katie Dreyer, and Amy Kelppe (library staff) and Sandy Verhoef (Friends of the Library) will attend the Iowa Library Association annual conference in Coralville in October. Chris and Sandy will make a presentation, “You can do this!: Digitizing community history no matter your size”, on the Pella Community Memory Database. Katie is running to serve as a Director of the ILA, which is a three-year commitment if she is elected.
- Faxes: Six faxes sent in September.
- Adventure passes: Blank Park Zoo (9), Botanical Gardens (1), DSM Children’s Museum (1), and Science Center (2) passes were utilized.
- Hoopla: There were 973 circulations with a monthly cost of \$1998.51.
- Friends of the Library will hold a sale in the meeting room from 10/18 through 10/31. Withdrawn library items, donated items, and outdated technologies will be sold. Sale proceeds support the library, especially hoopla, adventure passes, American Girl doll clothing, and the aviary.

### **X. Trustee training reports:**

- No training reported.
- Mara will prepare a schedule for the board to systematically review the state’s Public Library Standards handbook in 2023.

### **XI. Committee reports:**

- Personnel/Nominating: None at this time.
- Governance/Policy: None at this time.

**XII. Adjournment:** President Brenda Huisman adjourned the meeting at 5:01 p.m. The next regularly scheduled Board Meeting is scheduled for Tuesday, November 8, 2022, at 4:00 pm in the library’s Meeting Room.