

Pleasant Hill Library Board of Trustees  
April 21, 2016 5:00 p.m.

**ROLL CALL:** Chair Dan Herrin called the meeting to order at 5:00 p.m. Trustees Present: Janette Diamond, Michael Diver, Jill Duden, Dan Herrin, and Anne Timmerman. Absent: None. Also present: City Manager Don Sandor, City Council Liaison Barb Malone and Library Director John Lerdal.

**21-2016: APPROVAL OF AGENDA:** Timmerman/Diamond moved to approve the agenda. All ayes.

**22-2016: APPROVE MINUTES:** Duden/Timmerman moved to approve the minutes of the March 24, 2016 regular meeting as presented. All ayes.

**23-2016: PUBLIC INPUT:** None

**24-2016: APPROVE CONSENT AGENDA:** Diamond/Timmerman moved to approve the bills from March 24, 2016 to April 21, 2016 in the amount of \$4,506.57 and meeting dates of May 26, 2016 and June 23, 2016. All ayes.

**NEW BUSINESS:**

**25-2016: Open Records Handbook –** Chair Herrin discussed that anytime a quorum of trustees is together other than at a posted meeting time is a violation of open meeting laws. City Manager Sandor stated that this includes e-mails between the trustees. Further discussion of the handbook will be done at the next meeting.

**26-2016: Open Part-Time Positions –** Director Lerdal reported that interviews have been conducted. Amanda Bellis has accepted one of the positions and has requested to work weekends only at first. Director Lerdal recommends hiring her with a deadline of working week days also by end of May. Marjorie Best-Peterson has also accepted one of the positions. She prefers to work the 4pm-8pm shift and weekends. Director Lerdal recommends the new hires start at \$13.50 per hour as Library Technician I. It is also recommended that Jamie Foster be promoted to the Library Technician II position at the rate of \$15.45 per hour. Diver/Diamond moved to follow the recommendation of the Library Director. All ayes.

**27-2016: STEM Update –** Grants from Prairie Meadows and Facebook have totaled \$22,500. The initial cost of start up of the program is approximately \$30,000.00. About \$3,000.00 of materials have already been purchased. It is anticipated that the classes will start in September and expect about 300 students to be involved. These are self contained sessions and Library staff will be trained to assist with the classes, likely the part-time staff will trained as instructors. It is recommended that students from SEP and Des Moines School Districts be encouraged to be participants.

**28-2016: New Website –** The website is now live. Director Lerdal will be training on how to make changes and additions to the website.

**OLD BUSINESS:**

A. Capital Crossroads Update – Director Lerdal made a presentation to city council at the work session on April 12, 2016. Three of four vendors have been looked at. The Board will be updated as more information is received.

B. Electronic Library Newsletter – It is anticipated that the newsletter will be starting next week with a link on the website to the newsletter.

**LIBRARY DIRECTOR'S REPORT:**

At next month's meeting, Director Lerdal will have a list of items to be purchased before the end of the fiscal year. Shelving has been ordered and expected to be received by end of April.

Director Lerdal will present a plan for growth for the Library next month. The plan will include where and what needs to be done to grow circulation, program circulation, etc.

**AGENDA ITEMS:**

- A. Plan for Growth
- B. Open Records Handbook
- C. Library Trustee Manual
- D. Electronic Newsletter
- E. Budget Update

**TRUSTEE COMMENTS:**

- A. Janette Diamond – Nothing
- B. Michael Diver – Thank you for changing date of meeting to a week earlier, unable to attend regular meeting.
- C. Jill Duden – Nothing
- D. Dan Herrin – Thank you for changing date of meeting, one of two unable to attend regular date.
- E. Anne Timmerman – Nothing

**CLOSED SESSION:**

Diver/Timmerman moved to go into closed session at 5:30 p.m. All ayes.

Chair Herrin reported that the closed session has ended with no official action taken in the closed session. Timmerman/Diver moved to return to open session at 6:40 p.m.

**ADJOURNMENT:**

Duden/Diamond moved to adjourn. All ayes. Meeting adjourned at 6:40 p.m.

Cindy Konrad  
Recording Secretary