

Pleasant Hill Library Board of Trustees
May 26, 2016 5:00 p.m.

ROLL CALL: Chair Dan Herrin called the meeting to order at 5:00 p.m. Trustees Present: Michael Diver, Jill Duden, Dan Herrin, and Anne Timmerman. Absent: Janette Diamond. Also present: City Council Liaison Barb Malone and Library Director John Lerdal.

29-2016: APPROVAL OF THE AGENDA: TIMMERMAN/DIVER moved to approve the agenda with correction under Consent Agenda to read July 28 meeting instead of June 28 meeting. All ayes.

30-2016: APPROVE MINUTES: DIVER/DUDEN moved to approve the minutes of the April 21, 2016 regular meeting as presented. All ayes.

31-2016: PUBLIC INPUT: None

32-201: CONSENT AGENDA: DUDEN/TIMMERMAN moved to approve the bills from April 23, 2016 to May 26, 2016 in the amount of \$19,201.23 and meeting dates of June 23, 2016 and July 28, 2016. The new shelving is included in these bills. BEST trip listings are for the upcoming trips after July 1 for transportation; museum visit that did not take credit card and lunches for which participants reimburse the Library. All ayes.

NEW BUSINESS:

33-2016: Library Growth Plan: Director Lerdal discussed the growth plan for the Library. Circulation of physical items is trending down; computer usage has also decreased but access is important. This is a "living" document that will change through time and a work in progress to have the Library remain viable and a source of information for patrons. The Library is fully staffed at this time, planning to do weeding of materials to be replaced/add items that are up to date. On-line resource usage has increased approximately 50 percent since last year. This is an area that resources will be developed. It is anticipated that Zinio will increase as patrons become more aware of the program. As patrons are looking at physical magazines Trustee Duden suggested making them aware of Zinio. Programs are very important and helping children gain knowledge through their programs. Programs also encourage people to visit the Library. The Senior College has approached the Library to have classes for seniors. Staff will be working to have programs for younger adults also. Outreach continues with day cares, schools and the adult facilities, i.e.: The Shores, Cottages, etc. Several new computers have been received, the majority are all in one system. Language instruction is an item that is of importance. Various other computer programs were discussed and will help with growth. Space is of importance as far as increasing items in the Library. Amanda Bellis and Janet Wilwerding will be meeting to discuss social media. Staffing is something that will be looked at in the future as the Library grows. MaryAnn from the State Library will be an asset for input on growing library programs. A membership drive will be instituted to increase patrons and usage of the Library. This will be a separate drive from the Friends of the Library. Discussion was held regarding increasing senior participation in the Library. Director Lerdal will work with activities directors and look at having mini libraries at the facilities. Mailings to residents is also a suggestion for making citizens aware of programs/services at the Library.

34-2016: Staffing Assessment: Director Lerdal has listed recommendations for increasing staffing in the Library. Full-time position duties were discussed and their responsibilities. Part-time employee

functions were also discussed. Each employee has specific responsibilities as well as helping covering the front desk and assisting patrons. Possibility of combing two part-time positions into one full-time position was discussed with pros and cons listed for both. A major disadvantage would be the loss of one person. Director Lerdal has contacted various libraries in the area regarding benefits for part-time employees. Benefits are something that varies from each library. On-call employees would be beneficial for times when another employee is gone for an extended time. The current part-time employees range from 15-25 hours per week. Director Lerdal would like to add a full-time position, either an Assistant Library Director or full-time librarian, without losing any part-time positions. Chair Herrin agreed that looking at adding a management position would be helpful for succession purposes. Would also like to look at if it is possible to offer part-time employees prorated leave. It has been fifteen years since a full-time position has been added to Library staff. This will be on the agenda for next month's meeting. If anyone has suggestions, etc. please contact Director Lerdal. As part of suggesting offering insurance to part-time employees, will also need to review the budget to see if funds are available to pay for insurance. Leave for part-time employees would not increase the budget as it is figured that part-time employees will be there for all the hours allotted.

35-2016: Director's Goals FY 15/16: Changes in goals are highlighted in red. One of the new programs is the Mayor's Story Time which will be starting this summer on a monthly basis. Many of the goals are included in earlier discussions regarding the growth plan. Streamlining process currently being used will assist with freeing up time for staff. Updating signage in the Library is a priority.

36-2016: Staff Survey: In preparation of the Director's performance review a survey will be conducted for staff. The review is done usually in June. It was agreed that staff will be given a survey and feedback will be compiled to include with Director's review. The survey will include statements that will ask for comments rather than yes/no, etc. Chair Herrin will draft a survey and bring to next meeting and then Director's review will be completed in July.

37-2016: Library Budget FY 15/16: A prospective list of items proposed to be purchased before the end of the fiscal year. Director Lerdal gave an overview of what funds are still available. Approximately 73 percent of the budget has been spent as of May 30. Salaries and insurance are a large part and will not be completely spent. Approximately \$60,00 is available. They include Advantage Access for one year which would boost on line resources; purchasing additional books on CD. A discovery table for the children's area would be beneficial and a great addition to the area. The language instruction database would be beneficial with a large number of languages available. This is an on-line database. With these purchases there would be approximately \$25,000 to \$30,000 remaining for the fiscal year. DUDEN/DIVER moved to approve the prospective list of purchases. All ayes.

38-2016: Trustees Manual: Recommend discussing this at the next meeting based on time.

OLD BUSINESS:

A. Open Records Handbook: Chair Herrin discussed Chapters 21 and 22 which lists when a meeting is constituted and needs to be considered an open meeting. Council liaison Malone reiterated that if more than two trustees are meeting or discussing something on e-mail that includes at some time more than two members, it is considered an open meeting. It also discusses how much time is required for notification of meetings, etc. Chapter 22 discusses accessing public records. Recommend trustees review the handbook.

B. Electronic Library Newsletter: The newsletter started the beginning of May. Anyone that has signed up for the Library calendar will also receive the newsletter. Recommend going to the city website and signing up for the newsletter.

LIBRARY DIRECTOR'S REPORT:

Four evaluations have been done for staff so far. The rest will be done in the near future. Employees receive a copy of the evaluation.

New employees are working out quite well. Director Lerdal is working on a checklist for training.

Jeff VanDrew remains off work. He is looking at additional time off and possibly another procedure. Other staff have taken over the inter Library loans. Approximately 1,000 are done per year; about 500-600 are sent from this Library on a yearly basis.

Amanda Bellis is now working all of her part-time hours.

Staff meetings are scheduled for the first week of each month. A meeting is held during the day for day time staff and evening meeting for those staff.

AGENDA ITEMS FOR NEXT MEETING:

- a. Employee survey
- b. John's performance review
- c. Trustee Manual – first three chapters
- d. Library Budget 15/16
- e. Staffing assessment

TRUSTEE'S COMMENTS:

- a. Jan Diamond – Absent
- b. Michael Diver – Appreciate getting contact list. Will update his information with Director Lerdal.
- c. Jill Duden – Will there be a vacancy at the end of June on the Board? Chair Herrin stated he will not be reapplying. Discussion followed regarding Board elections will be held in July when a new member has been appointed.
- d. Dan Herrin – Glad to hear Jeff is doing well and look forward to his return.
- e. Anne Timmerman – Updated contact information with Director Lerdal.

ADJOURNMENT:

DUDEN/TIMMERMAN moved to adjourn. All ayes. Meeting adjourned at 6:30 p.m.

Cindy Konrad
Recording Secretary