

Pleasant Hill Library Board of Trustees  
June 23, 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 Council Liaison Barb Malone, City Manager Don Sandor and Library Director John Lerdal.

**39-2016: APPROVAL OF THE AGENDA:** DUDEN/DIAMOND moved to approve the agenda. All ayes.

**40-2016: APPROVE MINUTES:** TIMMERMAN/DUDEN moved to approve the minutes of the May 26, 2016 regular meeting as presented. Trustee Timmerman asked if the check list for training is available. Director Lerdal reported that he will have this at the July meeting. All ayes.

**41-2016: PUBLIC INPUT:** None

**42-2016: CONSENT AGENDA:** DIAMOND/DIVER moved to approve the bills from May 26, 2016 to June 23, 2016 in the amount of \$25,446.45 and meeting dates of July 28, 2016 and August 25, 2016. Eight new computers were purchased, four for patrons and four are replacements for staff. All ayes.

**NEW BUSINESS:**

**43-2016:** Staff Survey Form – A sample survey was discussed. The survey will be used as part of the Director's evaluation. Chair Herrin stated that the survey, along with a copy of the Director's job description will be e-mailed to all Library staff. Following discussion, it was decided that the surveys will be returned to Chair Herrin for completion. DUDEN/DIAMOND moved to accept the staff survey as presented to be used in conjunction with the Library Director's performance review. All ayes.

**44-2016:** Director's Evaluation Form – The evaluation form was distributed to trustees. An electronic version will also be sent to each trustee. Please complete and return to Dan Herrin within the next two weeks. The information will be compiled and reported at the next meeting. For continuity purposes, Michael Diver will also be involved in the process.

**45-2016:** Closing Schedule FY 15/16 – The proposed closing schedule for the coming fiscal year was distributed. Christmas and New Year's Day 2017 are both on Sunday so Library will be closed on Monday, which will be the city holiday. At Christmas the city has two days off so will plan to be closed on Saturday, Sunday and Monday for the holiday; closing Sunday and Monday for the New Year holiday. July 4 next year is on Monday so it is recommended that the Library also be closed on July 3, Sunday. It is usually not busy the day before a holiday, particularly in the summer. TIMMERMAN/DIAMOND moved to approve the proposed closing schedule for FY 16/17. All ayes.

**OLD BUSINESS:**

A. Trustee Manual – A review of Chapters 1 through 3 was done. Chapter 1 focuses on five things every trustee should know; Chapter 2 outlines the primary roles of Library Boards; and Chapter 3 discusses the code of ethics for trustees. It is recommended that all trustees review the manual and the manual will be given to new trustees as they are appointed. Director Lerdal discussed that although the City Council approves the budget for the Library, the Board of Trustees is not an advisory board like other commissions in the city. The Library Board has authority for spending. Another area that is important for trustees is censorship. The Library subscribes to the ALA policy on censorship.

B. Staffing Assessment – Director Lerdal gave his recommendations for staffing for FY 17/18. The budget process for this period will begin this September and would like to have trustees' recommendations/requests for staffing before that period of time. In previous meetings it has been discussed about combining two part-time positions into one full-time position; asking for prorated benefits for part-time employees, i.e.: insurance, leave; adding a full-time position as an Assistant Library Director. The concern of combining two part-time positions is the lack of flexibility and the number of hours that would be lost by not having the part-time positions. A full-time position at a salary of \$50,000 per year would cost approximately \$75,000 with the addition of benefits, etc. Chair Herrin asked Liaison Malone and City Manager Sandor on what is requested by administration/council to add additional positions to a department. The main focus will be on what benefits to the department would be with the addition of another employee and what improvements would be seen by the department and what additional resources would be required. It is recommended that the Chair or another member of the Board be available to speak with the City Council on the Board's recommendation. Director Lerdal will bring to the board additional information on costs of adding a full-time employee.

C. Library Budget 15/16 – A copy of the expenditures as of June 13, 2016 was distributed. There is approximately \$31,000.00 remaining for the fiscal year. The majority is from the part-time line item and the insurance line item. Trustee Diver recommended reviewing line items for next year to adjust purchases earlier in the year. New shelving has been added, but there are space limits for adding new books to the collection.

#### **LIBRARY DIRECTOR'S REPORT:**

A copy of the article in the Altoona Herald regarding libraries in Eastern Polk County as well as an editorial about the importance of reading was distributed.

The summer reading program is going well, 400 have signed up to date. The programs that have been held so far have had over 100 participants.

The employee checklist will be distributed at the next meeting.

The Mango program should up and running soon.

I-pads are now available for use by patrons in the Library. The proposed policy for this will be brought to the next meeting for review/approval. Chair Herrin suggested pre-loading the devices with Zinio and other programs that are available. Patrons are required to present an ID and be over 14 years old to check out the devices. If a parent wishes a younger child to check out the device they must present an ID and remain with the child.

Computer classes have started in the Library.

The LIONS Club is working on a project to construct a veteran's memorial in the city. It is planned that it will be placed near the welcome sign/trail on East University. This will be presented to the Park and Recreation Commission and City Council by Director Lerdal as a representative of the LIONS Club.

1,000 Books Before Kindergarten is continuing. No one has reached the 1,000 books yet but it is expected there is someone that is getting closer.

**AGENDA ITEMS FOR NEXT MEETING:**

- a. Employee Checklist
- b. Oath of Office/Election of Officers
- c. Ipad policy
- d. Director's Evaluation
- e. Job Description

**TRUSTEE'S COMMENTS:**

- a. Jan Diamond – We will miss Dan and thank you for your leadership.
- b. Michael Diver – Thank you to Dan for a terrific job as Chair of the board.
- c. Jill Duden – Thank you to Dan for his service.
- d. Dan Herrin – Thank you to everyone for their kind words and for their service as a trustee.
- e. Anne Timmerman – Thank you to Dan, you have done a great job.

**ADJOURNMENT:**

DIAMOND/DIVER moved to adjourn. All ayes. Meeting adjourned at 6:00 p.m.

Cindy Konrad  
Recording Secretary