

Pleasant Hill Library Board of Trustees  
July 28, 2016 5:00 p.m.

**OATH OF OFFICE:** The Oath of Office was administered by Vice-Chairperson Michael Diver to newly appointed Trustee Christine Ross.

**ELECTION OF OFFICERS:** TIMMERMAN/DUDEN nominated Michael Diver to serve as Chair. Timmerman/Diamond nominated Jill Duden to serve as Vice Chair. Duden/Diamond nominated Anne Timmerman to serve as Secretary. All ayes.

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

**46-2016: APPROVAL OF THE AGENDA:** DIAMOND/DUDEN moved to approve the agenda. All ayes.

**47-2016: APPROVE MINUTES:** TIMMERMAN/DUDEN moved to approve the minutes of the June 23, 2016 regular meeting as presented. All ayes.

**48-2016: PUBLIC INPUT:** None

**49-201: CONSENT AGENDA:** DUDEN/DIAMOND moved to approve the bills from June 23, 2016 to July 28, 2016 in the amount of \$12,142.38 and meeting dates of August 25, 2016 and September 22, 2016. Discussion followed regarding the cataloging records. This is a year-long subscription for MARC cataloging records. If the records were not available, staff would be required to input all information instead of downloading the information. The Public Performance Rights are rights to show movies in the Library. All ayes.

Chair Diver stated that questions that are asked helps everyone learn. This is especially important since most of the board is fairly new and we are all on a learning curve. We will try to keep meetings at approximately one hour.

**NEW BUSINESS:**

**50-2016:** Summary of Director's Evaluation – Former Trustee Dan Herrin was present to summarize the evaluation of the Library Director. Usually evaluations are discussed in closed session, but Director Lerdal indicated open session is acceptable. Because this is in open session, specifics will not be discussed, only the summary. The evaluation resulted in a strong score that exceeds standards. Chair Diver thanked Dan Herrin for his work in summarizing the evaluations and for coming to the meeting to present the summary. Director Lerdal expressed thanks to everyone for completing the evaluation and is very pleased with the review and will work on suggestions that were made. DIVER/DIAMOND moved to accept the summarized evaluation. All ayes.

**51-2016:** New Employee Checklist – The checklist has been finalized. The last three employees hired had reviewed the proposed checklist and will review the finalized checklist. Director Lerdal reviewed the checklist with the Board; although it is lengthy, items are the basics and necessary for all employees to be familiar with. The checklist will be gone over with all employees. Director Lerdal will also work on developing a procedures manual for use by all employees. The Trustees were in agreement that the checklist is a good document.

**52-2016:** iPad Policy – Director Lerdal distributed a proposed policy. It includes restrictions that 14 years old and older can check out the iPad with a form of ID; under 14 will require a parent checkout. The devices cannot be removed from the Library and are checked out for a two hour period of time. The patron can request an extension of an additional two hours if needed. The rules will be discussed with the patron at the time of checkout. They will also be required to abide by the internet use policy that has been written for the Library computers. There are five available devices and the replacement cost is estimated at \$300 each. DUDEN/DIAMOND moved to approve the policy with the addition of the statement notifying the patron that the history will be deleted. All ayes.

**53-2016:** Job Descriptions – There are eight different job descriptions in the Library. Some items are common to all descriptions. The additions/revisions are in red. Director Lerdal discussed each job description and what changes are being made. The position descriptions are for the Shelver; Library Technician; Library Technician I; Library Technician II; Program Specialist; Senior Technician; Staff Librarians; and Library Director. All positions are part-time with the exception of the Staff Librarians and Library Director, which are full-time.

**54-2016:** Schedules for City Council and Friends Meetings – The proposed schedules were distributed. If you are unable to attend on your scheduled date, please either contact one of the other Board members or Director Lerdal.

#### **OLD BUSINESS:**

A. Trustee Manual – Discussion tabled until next meeting.

B. Staffing Assessment – At the last meeting the possibility of requesting an additional full time Librarian/Assistant Library Director position was discussed. Director Lerdal discussed the costs that would be involved in adding a full-time position and how our Library compares to other libraries of our size within the metro regarding staffing and salaries. An Assistant Director position with benefits would be approximately \$91,000.00 per year. A full time Staff Librarian's position with benefits would be approximately \$71,000. Currently salaries and benefits are 70 percent of the overall Library budget. Preliminary budget discussions begin in October and justification for a new position is very important. The last time a full-time position was added to the Library was about 16-18 years ago. Ideally having both an Assistant Director and another Staff Librarian position would be beneficial. Director Lerdal will survey libraries in the metro area as well as within Polk County to compare staffing levels and bring back information to the next meeting. The question was raised if this information can be e-mailed between trustees and remain within the law for open meetings. It is recommended that a work session be held to discuss this once the information is compiled by Director Lerdal.

C. Library Budget 15/16 – The closing balance for the budget for fiscal year 15/16 was distributed. There was \$60,000.00 remaining in the Library budget at the end of the fiscal year, the majority of which was from salaries and benefits.

Chair Diver asked if there was any new information about grants from Prairie Meadows. There has been no information.

**LIBRARY DIRECTOR'S REPORT:**

- a. Welcome to Christine Ross.
- b. The next Friends meeting is scheduled for September 6, 2016.
- c. Regional library consultant Maryann Mori will be visiting the library on August 9, 2016. She and the director will be discussing ideas for improved services.
- d. The summer reading program is going well with 600 participants signed up.
- e. The Library Director's Goals will be presented at the next meeting.
- f. A new phone/e-mail listing for all employees has been distributed.
- g. The Polk County Health Department has contacted the Library regarding cooling centers. Our Library will be listed as a cooling center available during regular hours for the extreme heat days.
- h. Staff is looking at developing a Teen Board to advise on programs for teens and other ideas/suggestions for teens including materials to purchase.
- i. Mango is now available. You will need to contact the Library for a password, do not use your library patron number.

**AGENDA ITEMS FOR NEXT MEETING:**

- a. Goals
- b. Trustee Manual
- c. Staff Assessment
- d. STEM Program

If anyone has additional agenda items, please contact Director Lerdal.

**TRUSTEE'S COMMENTS:**

- a. Jan Diamond – Nothing
- b. Michael Diver – Apologized for lengthy meeting.
- c. Jill Duden – Welcome to Christine Ross
- d. Christine Ross - Thank you for making me feel welcome. Excited to serve as Trustee.
- e. Anne Timmerman – Welcome to Christine Ross.

**ADJOURNMENT:**

TIMMERMAN/DUDEN moved to adjourn. All ayes. Meeting adjourned at 6:45 p.m.

Cindy Konrad  
Recording Secretary