

Pleasant Hill Library Board of Trustees
September 22, 2016 5:00 p.m.

ROLL CALL: President 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.

62-2016: APPROVAL OF THE AGENDA: TIMMERMAN/DIAMOND moved to approve the agenda with the correction of 5b. should read November instead of September. All ayes.

63-2016: APPROVE MINUTES: DUDEN/ROSS moved to approve the minutes of the August 25, 2016 regular meeting. All ayes.

64-2016: PUBLIC INPUT: None

65-2016: CONSENT AGENDA: DIAMOND/TIMMERMAN moved to approve the bills from August 25, 2016 to September 22, 2016 in the amount of \$17,091.86 and meeting dates of November 17, 2016 and October 20, 2016. Both meeting dates are one week early. Director Lerdal will be at a conference for the regularly scheduled October meeting and Thanksgiving is the fourth Thursday. Trustee Timmerman asked about the Value Line cost. This is a weekly periodical that is a tool used for stocks, individual industries and how stocks are performing. This is a yearly cost. The Innovative expense is the maintenance contract for Polaris. President Diver stated this has been a great upgrade for the Library. All ayes.

NEW BUSINESS:

66-2016: Halloween Party – The party is scheduled for Friday, October 21, 2016 from 6:30 – 8:00 p.m. This party is co-sponsored with Park and Recreation. Attendance ranges between 250 and 400 participants. This year the teen board and the summer teen volunteers will be helping with activities.

67-2016: Library Shelver Position – Interviews were held today (9/22). Director Lerdal will be checking references and will be contacting Trustees with his recommendation. The position is 8 hours/week and the duties are not as comprehensive as the other positions in the Library. The starting salary will be \$8.75 per hour.

68-2016: ILA/ARSL Conference – Director Lerdal has registered for both conferences. The ILA is being held in Dubuque and Sue McMillen and Gale Rivas will also be attending. The ARSL is being held in Fargo, North Dakota.

69-2016: Space Utilization Study – Director Lerdal has met with George Lawson Consulting regarding conducting a study. George Lawson has 41 years experience as a librarian and 24 years experience consulting. Director Lerdal recommends pursuing this to study re-tasking existing space. It is estimated to take three months to complete the study at a cost of \$6,850. It is believed there are funds this fiscal year to pay for the study. As part of the CIP budget next year, the Library will be asking for funds to replace the carpeting in the Library, as well as painting. This would be a good time to have the study in order to be able to rearrange areas within the Library. Change can encourage people to take a fresh look at the Library and what it offers. Trustee Ross suggested that Director Lerdal talk with directors of libraries that have used the consulting firm to see how many of the recommendations were implemented and if they are happy with the recommendations/results. Director Lerdal believes that a lot of changes could be made at a minimal cost. The Library has a trust fund that could be used, as well as asking the Friends of the Library for donations. Director Lerdal will be getting bids for carpet replacement and painting within the next few weeks. He will also contact Jones Library Service for a bid on assisting with moving books/shelves during this time. Director Lerdal will bring back results of discussions with other libraries about the consulting firm for discussion.

OLD BUSINESS:

A. STEM Program – Kim Kietzman, Altoona Library Director has been contacted by staff working with the Governor’s STEM Task Force at Iowa State, who indicated they will be providing the curriculum and training by January, 2017. Director Lerdal will bring additional information received to the next meeting.

B. Staffing Assessment – Director Lerdal is working on the proposed budget for the work session, including a three percent salary increase. He will provide a basic budget, as well as variations with positions added.

C. Trustees Manual – President Diver discussed highlighted areas in the first few chapters. The role of the Board of Trustees is to act as keeper of others’ property. The Board should help set the direction of the Library by being involved in the Library and visit regularly. The Trustees should be an advocate for the Library in the community in a responsible way. In regards to budget, trustees can move money around within the budget to pay for items within a different line item. Under the Code of Ethics category, the Board oversees the Library Director although they do not interfere with management abilities/responsibilities. The Board and Director Lerdal have been diligent when patrons challenge items they deem inappropriate and request removal from circulation. Responsibilities of the Trustees – The Board President does not have any power beyond other trustees and assures all trustees have the chance to participate. At a later meeting the manual will be further discussed starting with Chapter 6.

D. Work Session – The work session is scheduled for Thursday, September 29, 2016 at 5:30 p.m. to discuss the staffing assessment.

LIBRARY DIRECTOR’S REPORT:

The RFP for analysis of compensation and job classifications within the city have been sent out. The deadline for return is the second week of October and at that time a firm will be selected.

The City is conducting a community survey that will include questions about library services. They plan to send to 2500 random households.

The membership drive is continuing for Friends of the Library. Encourage everyone to join or renewing their membership.

AGENDA ITEMS FOR NEXT MEETING:

- a. Budget
- b. Space Utilization
- c. ILA Conference
- d. STEM
- e. Staffing

TRUSTEE’S COMMENTS:

- a. Jan Diamond – Nothing
- b. Michael Diver – Looking forward to the work session
- c. Jill Duden – Nothing
- d. Christine Ross - Nothing
- e. Anne Timmerman – Nothing

ADJOURNMENT:

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

Cindy Konrad
Recording Secretary