

Pleasant Hill Library Board of Trustees  
March 15, 2018 6:00 p.m.

**ROLL CALL:** President Michael Diver called the meeting to order at 6:00 p.m. Trustees Present: Janette Diamond, Michael Diver, Jill Duden, and Steve Messer. Absent: Christine Ross. Also present: Library Director John Lerdal, and Council Liaison Ross Grooters.

**10-2018: APPROVAL OF THE AGENDA:** DIAMOND/DUDEN moved to approve the agenda. All ayes.

**11-2018: APPROVE MINUTES:** DUDEN/DIAMOND moved to approve the minutes of the January 25, 2018 meeting. The February meeting was cancelled due to inclement weather. All ayes.

**12-2018: PUBLIC INPUT:** None

**13-2018: CONSENT AGENDA:** DIAMOND/MESSER moved to approve bills from January 25, 2018 to February 22, 2018 in the amount of \$2,827.27, and February 23, 2018 to March 15, 2018 in the amount of \$7,380.39, meeting dates of April 26, 2018 and May 24, 2018. All ayes.

**NEW BUSINESS:**

**14-2018: Library Space Utilization** – George Lawson presented his recommendations at the January meeting. Since the local option sales tax referendum did not pass, the Library will likely remain in the same building for a number of years. Based on that, Director Lerdal has talked to some vendors regarding costs for carpeting, shelving, and moving areas within the Library. Costs are expected to be in the \$85,000 range. Director Lerdal has met with the City Manager, Ben Champ, and Public Works Director, Gary Patterson, to discuss how to proceed. It is recommended that an architect/interior decorator be utilized for picking paint, colors and carpeting. Bids will be required. CIP funds are available for this fiscal year. It is expected that painting can be done in house. Director Lerdal is planning to present costs/information to the city council on April 10. Discussion followed regarding whether Library will be open or closed and how staffing will be handled. The entire project is expected to take 2-3 weeks to complete. As plans are finalized decisions will be made regarding open/close and staffing. Director Lerdal stated that the restroom repairs appear to be able to be completed without using any of the CIP funds. Limited activities/programs could be offered, i.e.: story time can be held in the Youth Center. Consensus of the Board is to move ahead. As information is received, Director Lerdal will notify the Trustees.

**15-2018: Library Technician I Position** – Renee Kowlessar has started and is doing very well. She is working with teen activities and book sales. She has had experience with working with church groups.

**16-2018: Community Survey Results** – There were 165 surveys completed, there were no negative comments about staff or service. It appears many people are unaware of the databases that are available through the Library. The Facebook page has been helpful in getting out information and there will be a Community Directory that will be delivered to all residents in the city that outlines services that are available in the Library. It is also planned to start the Library newsletter again in the near future. Staff will be looking into classes that have been requested.

**17-2018: Sunday Library Hours** – The survey indicated respondents appreciate the Library being open seven days a week, although some suggested being open longer hours on Sunday. Ninety-one percent are satisfied with the current hours. Director Lerdal reported that in Polk County, four are closed on Sundays; nine are open between three and four hours on Sunday with varying open/closing hours. The staff were polled regarding this with five being neutral, one staying open one hour later and three prefer opening at noon and closing at either four or five. Trustee Duden suggested a trial period of one year to see if the activity warrants an additional hour on Sunday. There will be an additional cost of approximately \$2,000 per year for two staff for an additional one hour each

Sunday. Discussion followed regarding staff concerns, responses to survey requesting additional hour. Motion made to change Sunday hours to 1:00 p.m. – 5:00 p.m. on a one year trial basis beginning in May. All ayes.

**18-2018: Item Checkout Periods** – Currently items can be checked out for two weeks, DVDs for one week. Eighty percent of respondents feel the current policy is satisfactory. The majority of libraries in the area have a three-week check out period for most items with various time periods for DVDs. DIAMOND/DUDEN moved to eliminate the five day grace period and revise check out times to read three weeks for books and one week for DVDs. All ayes.

**19-2018: Friends Schedule** – The schedule for trustee’s attendance was distributed.

**OLD BUSINESS:**

a. Proposed Budget FY 18/19 – The budget for the FY 18/19 was passed by the City Council on March 13, 2018. The budget included a 3% increase in pay for staff.

b. Online Video Checkout – The software has been installed by Innovative and has two licenses.

**LIBRARY DIRECTOR’S REPORT**

The Community Guide is out. It is very informative regarding Library programs and services. The next one will be in the fall.

The guide to BEST trips was distributed. All the trips included in this are new destinations. President Diver commented on this being a great civic service for residents/patrons.

Library card drive – Looking at having special incentives, will plan the drive for after remodel is done.

A donation in the amount of \$875.00 was received from the local Elks. The Parks, Fire Department and Police Department also received grants.

The Pete the Cat event was a great success with approximately 250 in attendance. Staff is looking into having more special events of this type.

**AGENDA ITEMS FOR NEXT MEETING:**

- a. Space Utilization
- b. Library Hours Update
- c. Checkout Period Update
- d. Video Check Out

**TRUSTEES’ COMMENTS:**

- a. Jan Diamond – Sounds like lots of exciting things coming up. Good work by Director Lerdal and staff.
- b. Michael Diver – Thank you John for compiling information on hours, checkouts and utilization changes. Also thanks to the staff.
- c. Jill Duden – Excited about happenings. These are all good for the Library.
- d. Steve Messer – The new look in the Library will be nice. There are volunteers hours available for students involved in 4-H if help is needed.
- e. Christine Ross – Absent

**ADJOURNMENT:**

DIAMOND/DUDEN moved to adjourn. All ayes. Meeting adjourned at 7:03 p.m.

Cindy Konrad  
Recording Secretary