

Pleasant Hill Library Board of Trustees
April 26, 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, Steve Messer, and Christine Ross. Absent: None. Also present: Library Director John Lerdal, Mayor Sara Kurovski, Council Liaison Ross Grooters and City Manager Ben Champ.

20-2018: APPROVAL OF THE AGENDA: DIAMOND/ROSS moved to approve the agenda. All ayes.

21-2018: APPROVE MINUTES: DUDEN/MESSER moved to approve the minutes of the March 15, 2018 meeting. All ayes.

22-2018: PUBLIC INPUT: Council Liaison Grooters discussed two upcoming trainings/meetings: (1) Being a Neighbor to Public Property to be presented by John Swanson, Watershed Management Authority Coordinator for Polk Soil and Water Conservation District and City staff to be held May 3. (2) Councilman Grooters is facilitating a similar training session regarding environmental sustainability with public buildings. The public is encouraged to attend.

23-2018: CONSENT AGENDA: DIAMOND/ROSS moved to approve bills from March 15, 2018 to April 26, 2018 in the amount of \$13,880.87, and meeting dates of May 24, 2018 and June 28, 2018. The VISA charges are an on-line class, Doubling your Circulation, being taken by Director Lerdal and the BEST bus is for three trips. All ayes.

NEW BUSINESS:

24-2018: Library Space Renovation Update – A proposal from Ethos Design Group was included in the packet. A twelve-week lead-time is required for the plans and bids to be done. The goal is to complete the project in August. The cost of the architect work includes management of the project, bidding process, site visit and meeting with Library staff, as well as providing colors and carpeting choices, will be no more than \$13,500. City Manager Champ and Director Lerdal have met with the architect to discuss possible cost savings. Some savings can be accomplished by painting and carpet installation by city staff. The new shelving and cost of moving will be paid with funds from this fiscal year budget. Director Lerdal recommends a small group to work with Ethos to finalize selections of colors/carpeting, etc. It is recommended that Director Lerdal, Gale Rivas and Board of Trustees President Diver comprise the committee. Trustee Ross asked about the reimbursable expenses of lodging, etc. This is standard wording in a proposal, everyone involved lives within this area so no costs are anticipated. President Diver expressed concern regarding the cost of utilizing an architectural firm and would like to be a part of the group to try to lower costs. Every item in the Library will be moved. City Manager Champ discussed the city is comfortable working with the lead architect as she was involved in the majority of the space needs study for the city before going to work with this firm. Ethos will manage the bid process that requires council approval. The city does not usually handle bid process for projects. The specs for the bid will include time frame for installation. Mayor Kurovski stated it is appreciated that the board is financially concerned and diligent regarding costs. The liability of details, i.e.: air quality of the building with paint, glues, etc., are best left to professionals to cover the city and this board. The architect is very responsive and will listen to needs of those involved. The consensus of the Board is to move forward with the proposal. Director Lerdal will bring back costs and status regarding shelving.

25-2018: Kanopy – Kanopy is now available. Director Lerdal is working with our IT person, Kanopy and Polaris to add a direct link to Kanopy on the library catalog. We are the fourth library in the state to offer the service, all others are in eastern Iowa. Also working with Candace Bell, Communications Specialist, on a presentation and promoting the service.

26-2018: Library Card Drive – Planning to conduct the drive May 15 through June 30, 2018. This will include the last two weeks of school and part of summer vacation. We are working on prizes.

OLD BUSINESS:

a. Sunday Library Hours – The new hours will start May 6, 2018. Staff will track/chart the number of people coming in during the expanded hours.

b. Item Checkout Periods – The extended checkouts will start the middle of May. Polaris will be updated to change the appropriate checkout periods. It is hoped it will encourage more people to checkout items and increase circulation. DVDs will remain at one week.

LIBRARY DIRECTOR'S REPORT

Thank you to Mayor Kurovski, Council Liaison Grooters and City Manager Champ for attending the meeting.

Heather Byer has resigned as she is graduating from high school. The posting for the position closes next week.

Staff is working on using the 3D printer. Plan to use for teen events.

Director Lerdal is taking an on-line course, "Doubling your Circulation". There are small study groups discussing collection development and digital media changes. It has been a good class so far.

BEAR program, winter reading program, had 309 participants. Approximately 39% returned this year.

AGENDA ITEMS FOR NEXT MEETING:

- a. Goals Update
- b. Budget Update
- c. Space Review
- d. Library Card Drive
- e. Kanopy

TRUSTEES' COMMENTS:

- a. Jan Diamond – Thank you Director Lerdal and President Diver for work on renovation and meeting with Ethos.
- b. Michael Diver – Nothing
- c. Jill Duden – Nothing
- d. Steve Messer – Exciting to see what can be done with 3D printer
- e. Christine Ross – Thank you for updates on renovation and please keep us posted.

ADJOURNMENT:

DUDEN/DIAMOND moved to adjourn. All ayes. Meeting adjourned at 6:50 p.m.

Cindy Konrad
Recording Secretary