

Pleasant Hill Library Board of Trustees  
June 28, 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 Christine Ross. Absent: Steve Messer. Also present: Library Director John Lerdal, and Council Liaison Ross Grooters.

**35-2018: APPROVAL OF THE AGENDA:** DIAMON/DUDEN moved to approve the agenda. All ayes.

**36-2018: APPROVE MINUTES:** DUDEN/ROSS moved to approve the minutes of the May 24, 2018 meeting. All ayes.

**37-2018: PUBLIC INPUT:** Council Liaison Grooters stated that as will be discussed in the meeting the City Council approved the contracts for paint and flooring at the June 26, 2018 meeting. President Diver reiterated that his input is always welcome.

**38-2018: CONSENT AGENDA:** DIAMOND/DUDEN moved to approve bills from May 24, 2018 to June 28, 2018 in the amount of \$49,404.44, meeting dates of July 26, 2018 and August 23, 2018. The August meeting will likely be held in the conference room in city hall since the renovation will be underway at that time. The bills were higher this month with the \$32,000 to LFI for renovation costs. The Kanopy charge is a one-time charge. All ayes.

**NEW BUSINESS:**

**39-2018:** Director's Evaluation – President Diver thanked trustees for the input and timely manner for submitting their evaluation forms. A summary of the evaluation was shared with the trustees. Director Lerdal thanked everyone for the good evaluation and appreciates their ratings and comments.

**40-2018:** Director's Goals for the Upcoming Year – Director Lerdal discussed proposed goals for FY 18-19 including (1) focusing on amenities patrons want and ensuring Library space is being utilized to its full advantage. As part of the renovation, we are planning to purchase high quality furniture and items that are durable for all areas. (2) Continue with advertising focus such as items and services, which are not currently used at a high level. (3) Pursue an additional full-time position for FY 19-20. (4) Ensure staff is familiar with all databases and resources the Library offers. Also the director is working toward having all resources in one place on line making access simple.

President Diver suggested an additional goal is overseeing successful renovation of the Library. Director Lerdal feels the renovation will go well and staff will be able to adjust as things come up.

**41-2018:** Board Positions – There are two terms expiring at the end of June and both have reapplied. The appointments will be made at the next council meeting that is tentatively set for July 17, 2018.

**OLD BUSINESS:**

a. Library Space Renovation – Bid tabs were distributed. Two bids were received for paint with Wes Jarnigan being awarded the contract with a bid of \$30,094. The flooring contract was awarded to Ideal Floors with a bid of \$56,385. The total for both contracts and Ethos comes in just under the \$100,000 CIP budgeted. Incidentals such as furniture and any additional costs will have to be absorbed through the budget and a request to the city for additional funds. In addition, a request can be made to the Friends for funds and there is still a trust fund for the Library that has at least \$29,000. The trust account funds are controlled by the Library Board. Ethos will be scheduling a pre-construction meeting the week of July 9, 2018. Discussion followed regarding if staff will be working during the renovation where they could be located; it is anticipated the majority of the part-time staff will not be working during the renovation. Once construction is completed, all staff will be brought in, likely at the same time, to familiarize themselves with the new layout.

Director Lerdal will work the City Manager on options for part-time staff. Trustee Duden encouraged lots of advertising of renovation/closure. Director Lerdal reported that notice will be placed in the Altoona Herald and through social media. Items will be able to be checked out up to the date of closure and return dates will likely need to be adjusted because of renovation. Director Lerdal expressed thanks to the City Council for their support of the project. Staff will be working on what will be going on the walls throughout the area. DUDEN/DIAMOND moved to approve going forward on the project based on bids and time line of August 13-21, 2018. All ayes.

b. Library Budget – There was approximately \$14,000 remaining at the end of the fiscal year. There was an increase in purchases of books and Books on CD, which made those line items close at the end of the fiscal year.

c. Library Card Drive – The drive began May 15 and will end June 30. At this time there have been 158 new cards made since May 15. Director Lerdal recommends doing the card drive again next year at a different time of year other than during the summer reading program. Suggestions were made regarding having a card drive following the renovation and directing advertising toward new areas of the city to encourage new residents to be involved in the Library.

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

The City Council approved the salary matrix at their June 12, 2018 meeting.

The summer reading program has 874 participants so far. It is anticipated there will a higher number than last year.

The Pleasant Hill on Wheels had about 300 participants despite the rainy day.

The first summer program was held at the Youth Center this week with 140 in attendance.

The new shelver, Andrew Holm is doing well.

Kanopy has had 15 plays so far.

Director Lerdal was commended on the Facebook videos promoting the Library. Encourage continuing the program. Director Lerdal is work with Candace Bell, Communications Specialist on these.

#### **AGENDA ITEMS FOR NEXT MEETING:**

- a. Renovation
- b. August meeting location
- c. Revised Director's Goals
- d. Board Positions
- e. Updated schedule for City Council and Friends meetings

#### **TRUSTEES' COMMENTS:**

- a. Jan Diamond – Nothing
- b. Michael Diver – Attended a presentation for five finalists for the Des Moines Public Librarian position. Finalists were from around the country, interesting that concerns that were discussed were ones that are also discussed by this Board.
- c. Jill Duden – Amazed at the number of activities and programs that conducted by the Library staff. Director Lerdal expressed thanks.
- d. Steve Messer – Absent
- e. Christine Ross – Nothing

**ADJOURNMENT:**

DIAMOND/DUDEN moved to adjourn. All ayes. Meeting adjourned at 7:02 p.m.

Cindy Konrad  
Recording Secretary