



City of Muscatine

LIBRARY BOARD OF TRUSTEES MINUTES

Wednesday, September 21, 2022

1. **CALL TO ORDER**

Moravec called the meeting to order at 4:30pm

2. **APPROVAL OF AGENDA**

Gradert moved to approve the agenda; seconded by Daufeldt; Motion passed

3. **APPROVAL OF MINUTES**

Loconsole moved to approve the minutes from 08/17/22; seconded by Gradert; Motion passed

4. **RATIFY BILLS FOR PAYMENT**

Dew moved to ratify the bills from 08/19/22 and 09/02/22 as presented; seconded by Daufeldt; Motion passed

5. **RECEIVE COMMUNICATION**

No report

6. **CITIZENS SPEAK**

No report

7. **STAFF LIAISON**

One page position open, Greg is reviewing candidates. Position will hopefully be filled in the next two weeks.

8. **FRIENDS' REPORT**

Moving forward with the potential fundraiser at Contrary, Bobby will be in contact with Mark to hopefully set a date soon. JoAnn and Jenny are working on the Grossheim calendars for 2023. Kathy is working with Big Imprint to help the Friends' with their website. Kathy is also working on a survey through the newsletter about the Friends, gauging interest in the community.

9. **DIRECTORS' REPORT**

- Molly Garrett, currently the Director of the Wilton Library, was offered and has accepted the Assistant Director position. She will start October 3rd. Was previously at Cedar Rapids as Programming Librarian for 9 years.
- Staff development day will happen in late fall/early winter. Staff will do DISC assessments, similar to Myers-Briggs, in advance. Waiting to hear back from Becky Heil at the State Library about presentations. The Library will be closed for the day.
- Fiedler has been attending leadership training with other city department heads. Greg and Betty have already done the program. The management team will attend future sessions.
- Reclassified positions and wages for several staff members.
- Channel 5 is back with new programming. Chad is attending Almost Friday Fest from 5pm-8pm tomorrow with info about the Channel. Making 'Peek into the Past' with Jenny about local history. Chris Cook will be working 5hrs/week for 6 months with Chad to learn about Channel 5.
- Betty, Emerson, and Bobby will be attending the Iowa Library Association (ILA) Conference in Coralville next month.
- Working on a deaccessioning project. LS&S ran reports based on circulation numbers and available room in collections. Also, looking at the condition of items and series completeness. Items first go to Better World Books, then to the book sale. Library must give the public a chance to purchase before disposing of deaccessioned items.
- Recently received two donations. \$5000 from an anonymous home delivery patron; they requested half go to children's programming and the rest to materials. New Hope foundation gave \$3000 to the Friends.

10. BOARD TRAINING

- A. Review Chapter 1 of the Trustees Handbook

11. OLD BUSINESS

- A. Flag pole update
Putting the project on the backburner until April or May; Brian at Public Works will look at the remaining budget at that time. Using CARES Act money for flag pole and patio space. Should have funds secured by late spring. Flag would not need to be lowered, installing a light.

12. NEW BUSINESS

- A. Approve Illinois Townships' annual contracts
Buffalo Prairie, Drury, Eliza, and New Boston townships in Illinois contract library

service with Musser. Contract patrons do not have full borrowing privileges; they are limited to in-building MPL items. The rate goes up 3% every year. After the contracts are signed by Moravec, they will be sent to the townships. Fruitland chose not to contract with MPL this year, contracting with the Letts library. Odell moved to approve all four Illinois Township contracts; seconded by Loconsole; Motion passed.

B. Review and amend Board of Trustees By-Laws

Section IV, Item D will change to "A quorum for the transaction of business at any meeting of the Board shall consist of a majority of the confirmed Board members." Sections copied from policies recently adopted by the City will be added: Rights of Participating Audience and Meeting Conduct. During discussion, several additional amendments were presented, including the Order of Business. Odell moved to table the review and amendment of the Board of Trustees By-Laws; seconded Gradert; Motion passed.

C. Discuss the possibility of moving to a consortium-wide Fine Free Policy

RiverShare Libraries are going to their Boards to begin discussions about making all materials fine free like juvenile and young adult materials. Patrons would still be charged replacement/damage costs but would not accrue daily late fees.

D. Format choice for agenda and minutes

The City has implemented new software for agendas and minutes. Moffitt will contact Cinda to see about the logo and formatting. Board agreed to move forward using Civic Clerk formatting.

13. ADJOURNMENT

Moravec adjourned the meeting at 5:56pm

Next Board Meeting is October 19th, 2022