



# City of Muscatine

## LIBRARY BOARD OF TRUSTEES

### Wednesday, October 19, 2022

The Library Board of Trustees meets on the 3rd Wednesday of each month at 4:30 p.m. in the Library Conference Room

#### Minutes

1. CALL TO ORDER  
Moravec called the meeting to order at 4:30pm  
**Present:** Scott Comstock; Jane Daufeldt; Nancy Dew; Robert Fiedler; Molly Garrett; Diana Gradert; Anthony Loconsole; Jon Moravec; Steve Truitt  
**Absent:** Mary O'Dell  
**Guest:** Greg Benefiel; Mallory Moffitt, secretary
2. APPROVAL OF AGENDA
  - A. Agenda 10/19/22  
Loconsole moved to approve the agenda; seconded by Daufeldt; Motion passed
3. APPROVAL OF MINUTES
  - A. Approve minutes from 09/21/22  
Fiedler proposed amendments to the minutes by changing the wording under Old Business: Flag Pole Update to "*requesting* CARES money" and changing the word 'Agenda' to 'Minutes' on the minutes template; Moffitt will contact City Hall about the template. Daufeldt moved to approve the minutes from 09/21/22 as amended; seconded by Gradert; Motion passed.
4. RATIFY BILLS FOR PAYMENT
  - A. Ratify bills from 09/16/22 and 10/07/22  
Gradert moved to ratify the bills from 09/16/22 and 10/07/22 as presented; seconded by Comstock; Motion passed.
  - B. General, Trust, and Computer Funds Overview

5. RECEIVE COMMUNICATION

No report

6. CITIZENS SPEAK

No report

7. STAFF LIAISON

Due to staff illness, Benefiel has not been able to hold interviews for the new page position. There is a large State report due at the end of the month.

8. FRIENDS' REPORT

A. Friends' Meeting 10/11/22

Kathy sent out a survey about the Friends' group. Received 162 responses in one week. A follow-up survey will be sent out after the group has had a chance to respond. The Friends' voted to use Bamford images for the calendars this year instead of Grossheim. Mark from Contrary is working on an amber ale recipe and will let Friends know how long it will take to brew before scheduling the event.

9. DIRECTOR'S REPORT

- Partnering with the Police Department's Prevent Violence Coalition. Collaborative program where PD officers will read books on kindness to elementary schools. We are using the money from an anonymous donation to provide over 100 books for the program.
- Emerson has started 2 new programs for the Children's Department: Library of Rock and Understanding Your Child's IEPs.
- Friends' sponsored the Butterfly Pollinator event. About 200 people attended.
- The weeding process is continuing. Instead of having a book sale, we will be trying out Baker & Taylor's Sustainable Shelving program. Sustainable Shelving takes all deaccessioned materials, assesses the items, and then sells or recycles them. We receive a check for sold items similar to Better World Books. The program does not provide boxes but they do provide free shipping, so we will reuse boxes from new material shipments.
- Betty, Emerson, and Bobby went to the ILA Conference last week. Fiedler attended a session about starting a marketing plan and another one about bringing together reporting input/output and having a cohesive way of presenting that information. Next year's conference is in Dubuque; may use a staff in-service day to allow the entire staff to attend at least one day.
- Received 3 of the 4 Township Contract checks. We also received a check from the County for the current fiscal year.

10. BOARD TRAINING

- A. Chapter 2 of the Board of Trustees Handbook  
15 Minutes

## 11. OLD BUSINESS

- A. Fine Free Discussion

RiverShare moved to Fine Free for Juvenile materials in April 2019 and Young Adult materials in June 2022. Patrons would not be off the hook for lost/damaged items but they would not accrue daily late fees. There are 750+ patrons with greater than \$5 in overdue fines that block them from checking out, currently around 2400 patrons with fines and fees. Late fees make up about \$3000-\$3500/year which is less than a quarter of one percent of MPL's total budget. Fiedler touched base with Nancy at Finance and City Administrator Carol, both are in support of moving forward. Going fine free is in line with MPL's mission/vision statements and it would remove financial barriers, change the way the community approaches library usage, and increase use. About 3 hours/week of staff time is used on overdues. Fine free is an all or none decision in RiverShare. If passed by RiverShare, fine free would most likely go into effect next spring before summer reading. Dew moved to voice the Board's support of going fine free to the Rivershare Assembly of the Whole; seconded by Loconsole; Motion passed

- B. Flag Pole Update (ARPA Funds)

The City included funds for the flagpole in their final proposed use of ARPA Funds to the Council; has not been approved yet.

- C. Board of Trustees By-Laws Amendments: Quorum definition, Order of Business, Rights of Participating Audience, and Meeting Conduct

Daufeldt moved to untable the discussion; seconded by Comstock, Motion passed. Wording matches the City policy and is vetted by an attorney. Sergeant-at-arms is the presiding officer or their designee. Comstock moved to approve the proposed Bylaw Amendments; seconded by Daufeldt; Motion passed

## 12. NEW BUSINESS

- A. Board Member Position Discussion

Loconsole moved to formally accept Martinez's resignation and to have the Director draft a letter on the Board's behalf; seconded by Dew; Motion passed. The process to fill the open position will resume with the previous applicants and/or encouraging new applicants, Fiedler will speak with the Mayor about the process.

- B. 22-23 Holiday Schedule Discussion

Last December the Board voted to close the Library on Saturday December 24th and Sunday December 25th for Christmas. Fiedler recommended also closing Monday December 26 to allow staff time with their families. Loconsole moved to close the Library December 24-26 for Christmas; seconded by Daufeldt; Motion passed.

C. December Board Meeting - Holidays

The 3rd Wednesday of December is the 21st, the meeting will be moved up to the 14th due to the holidays.

D. Holiday Stroll/Jingle & Mingle Discussion

Pearl City Media is hosting Jingle & Mingle on Friday December 2nd from 5:30-8:30. The Library could participate by blocking off the entrance and providing refreshments. The Library usually closes at 6pm on Fridays and would have to remain open to participate. Daufeldt moved to have the Library remain open until 8:30pm with limited access in the first floor entrance way on Friday December 2nd to participate in Jingle & Mingle; seconded by Loconsole; Motion passed.

13. ADJOURNMENT

Comstock moved to adjourn the meeting; seconded by Daufeldt; Motion passed. Moravec adjourned the meeting at 5:43pm