

**Musser Public Library Board of Trustees**

Musser Public Library, 408 East 2nd St

April 17<sup>th</sup>, 2019, 4:30 pm

**Attendance:**

1. Present: Jane Daufeldt; Peggy Gordon; Diana Gradert; Bret Olson; John Wojtecki; Pam Collins; Mallory Moffitt (secretary)
2. Absent: Nancy Dew, Jarod Johnson
3. Staff: Greg Benefiel; Robert Fiedler

**Call to Order:** Meeting was called to order at 4:30 pm by John W.

**Approval of Agenda:** Pam amended the agenda to remove Travel Authorization for 2019 IUG Conference from new business. Bret moved to accept agenda; Jon M. seconded; motion passed.

**Approval of Minutes:** Jane moved to accept the minutes from March 20th; Diana seconded; motion passed.

**Ratify Bills for Payment:** Bret moved to accept bills from April 5th and April 19th as presented; Peggy seconded; motion passed.

**Citizens Speak:** None

**Staff Liaison:** None

**Friend's Report:** None

**Director's Report:** Meeting with Nancy to go over remaining budget. Library currently has more money left in budget than normal for this time of year. Looking into where that money can go; computer fund vs other expenses like new outdoor book cart, additional security cameras, items previously eliminated from budget, etc. There was another incident of indecent exposure, patron said she will file charges. Library will issue a no trespass order for one year but is waiting on patron to proceed. Library will audit security camera system for both inside and outside.

**Old Business:**

1. New exterior signage is up. Electrical should be done April 18th. On Saturday April 20th at 7pm there will be an event to light signs. Cookies and water will be served. Kimi is going to make glow-in-the dark bubbles for the kids.
2. Stephanie does a wage study every 3 years and is due to work on the library soon. Gregg has recommended working on job descriptions (education requirements, tasks, responsibilities, etc.) before Stephanie begins next wage study.
3. Ransomware issues have been resolved, moving forward the library should have normal public computer services.

4. Everything has changed over in the computers for fine free juvenile material. Patrons no longer get charged late fees on juvenile material but will still be billed for items per policy. We will not start promoting this until we start promoting summer reading and fine free week.
5. The Library sent its Muscatine Journal microfilms to Ancestry.com to be digitized; scanning was free, only paid for shipping. The online version of the Muscatine Journal will be accessible only at the library and will be keyword searchable. Ancestry will pay for shipping back, expected shipping date is April 19th.
6. Turned in annual report for the Carver Grant for the building. Will collate numbers/statistics for the first year in the new building.
7. A candidate for the Board vacancy has been identified. She is Hispanic, involved in the community, a small business owner, and uses library programming for her young child. If this candidate does not work out we will look for another diversity candidate.

**New Business:**

1. The Art Center has received a grant for four outdoor sculptures. Melanie is interested in displaying one on the 2nd Street side of the library near the parking lot for one year.
2. Fine free week will be June 3rd - 9th (Monday - Sunday)
3. Summer Reading theme is Space (A Universe of Stories). There will be space camps for three different age groups (registration required) along with normal programming. Diana will forward contact information for Wilton schoolteacher who did a space week for her classroom.
4. Last strategic plan was done while in the old building. Needs to be done again within a budget year (pre-payment or down payment before the new budget year a possibility). There is money in the budget for a consultant, possibly with Lean background.
5. Non-library patrons have been using the parking lot and taking spots away from patrons. Signage is required in order to regulate parking lots. Library will contact city to get Library Patrons Parking Only and Library Employees and Leased Parking Only signs.
6. Finally settled enough in the new building to begin Lean training again. Pam, Greg, and Mallory will be attending the Lean Government Exchange in Des Moines on May 16th.
7. The first LENA session has started with 12- 14 children. Third week's meeting is tonight (April 17th), recordings began at the previous meeting. Betty and Julie went to local churches to get home cooked meals for each meeting. Ingrid is sending thank you cards to each group.
8. Other libraries Pam spoke with do not recommend allowing permanent displays for a single cultural, non-profit, service, or educational organization. Any displays would need to be on a rotating, limited time basis. The library does not have many available display cases, one option would be to have the groups help pay for them.

**Adjourn:** Peggy moved to adjourn; seconded by Bret; meeting was adjourned at 5:26pm

Next Board meeting May 15th, 2019