

## **Musser Public Library Board of Trustees**

Musser Public Library, 408 East 2nd St

December 18<sup>th</sup>, 2019, 4:30pm

### **Attendance:**

1. Present: Jane Daufeldt; Nancy Dew; Diana Gradert; Jarod Johnson; Jeanett Martinez; Jon Moravec; Bret Olson; Pam Collins; Mallory Moffitt (secretary)
2. Absent: Anthony Loconsole
3. Staff: Greg Benefiel; Robert Fiedler

**Call to Order:** Gradert called the meeting to order at 4:35pm

**Approval of Agenda:** LENA summary and continued funding will be moved to next month, Betty unavailable. Daufeldt moved to approve the amended agenda; seconded by Johnson; Motion passed.

**Approval of Minutes:** Daufelt moved to approve the minutes from November 20th; seconded by Olson; Motion passed.

**Ratify Bills for Payment:** Olson moved to approve the bills from December 6th and 20th as presented; seconded by Daufeldt; Motion passed.

**Receive Communications:** None

**Citizens Speak:** None

**Staff Liaison:** Staff wants to thank Pam for bringing John Wotejcki in for Customer Service Training

**Friend's Report:** None

### **Director's Report:**

1. Sheila Chaudoin has retired since the last board meeting.
2. Day-Break update and brochure - Programs are open to any adult, not limited to seniors. Next year we will continue Tai Chi classes, ukulele classes, and nutritional lunchtime classes with Lucinda Harms. We will also be starting a drum circle with the instructor providing drums. One large event each month: January is building terrariums with a Master Gardener, February is a discussion of Images of America: Lost Buxton, and March is a History of Coca Cola event.
3. Staff Training - John Wojtecki hosted two customer service classes with staff on Wednesday mornings before hours. He will also do training with management staff to work on LEAN meetings.
4. Open Access Funding - The Library receives money from the State through Enrich Iowa and Open Access Funding. Open access funding is earned by providing materials to patrons outside service area at \$0.49/item. Lost open access funding last fiscal year because during the move into the new building we had to cut the collection. We are focusing on popular materials that do not go

out to open access as frequently.

5. Board Member Suggestions - Has been emailing with Rich about possible Kent employees for board member position.
6. Meeting Room Schedules - Meeting rooms are being heavily used. Rooms can be used without reservations as long as no previous reservation exists. Have not had behavior issues. Slow going but now that people are used to building rooms are being used frequently.

### **Old Business**

1. Strategic Plan Schedule – Plan is to tag Board session on to January’s meeting, could last 3 hours. Shortened meeting: minutes, bills and any important/pressing situation and then into strategic planning session. Would like to add a 3rd focus group: staff, county, and a new group of community leaders. \$250 added to the fee. Food will be provided. Move meeting to Wednesday January 22nd. Board of Supervisors to come up with county focus group. Daufeldt moved to approve the updated strategic planning cost; seconded by Olson; Motion passed.
2. Review new LS&S two year contract - minimum contract of 2 years, originally wanted to do 5 year contract. Contract includes: monthly material selections, purchasing, cataloging, and processing with Baker & Taylor and Midwest Tape. Every two weeks staff have a phone call with LSS/B&T to go over cataloging and processing. They are the second largest library support system in the country and can offer very large discounts. Library has everything here and catalogued on their shelf date. Patrons are able to place holds for items before shelf dates so they get items sooner. Library was able to drop a \$9000+ OCLC yearly contract. Contract includes monthly collection management, annual collection budget, and annual onsite review and additional support (opted out of weeding). In budget as professional services. Bill at the end of the fiscal year. Moravec moved to approve the new LS&S two year contract; seconded by Daufeldt; Motion passed.

### **New Business**

1. Budget Request – Present Budget Request for 20/21 and review goals. Main objects relate to the daily LEAN system. Goals: Bobby is working on a branded brochure. Working with Community Foundation to Friends. Interested in buying new materials in French. Secure LENA funding, we have funding through the end of fiscal year. Excess materials going to off-site collections (juvenile and adult). Adult daytime programming. Betty and Julie are working on a STEAM program (used to be the winter event). Archives. Pop up libraries. Saving money with technology and LS&S. Allowed to move money, unbudgeted state money. Adding two new full time positions with staff departures (the City allows employees to waive health insurance benefits) and a temporary/as needed position for circ. State library is beginning a new library share system. Fines are going down with fine free juvenile material. Not asking the county for additional funds. Printing charges going down. Next year will need a budget increase.
2. Adopt Holidays for next calendar year - For the 2020 calendar year the Library will be closed on New Year's Day January 1; Easter Sunday April 12; Memorial Day May 25; Fourth of July both Friday July 3rd and Saturday July 4th; Labor Day September 7th; Thanksgiving Day November

26th; Christmas Eve December 24th; Christmas Day December 25th. The library will close early on New Year's Eve December 31st at 3pm. The Sundays before Memorial Day and Labor Day are considered holidays only for staff that would regularly be scheduled. Floating holidays are President's Day, Veteran's Day, and the day after Thanksgiving. Johnson moved to approve the Holiday calendar for 2020; seconded by Dew; Motion passed.

3. Meeting room bumping policy – Police Department have a once a month Juvenile diversion meeting with a couple officers, K-9, and 10-20 participants including juvenile and parents. We have had to keep bumping them to smaller rooms when the larger room is needed for another group. Police have requested to keep Room 301 regardless of the size of their group. Suggestions: going to a 3-month reservation window instead of 6, giving city departments priority, and writing clearer criteria for bumping. Director will present solutions at the next meeting.

**Adjourn:** Meeting was adjourned at 6:05pm

Next Board Meeting January 22<sup>nd</sup>, 2020