

## Library Board of Trustees- Discussion

Port City Underground

May 17, 2017

4:30 pm

**Present:** Daufeldt, Dew, Gordon, Johnson, Moravec, Olson, Wojtecki

**Absent:** Gradert, Regennitter

**Staff:** Benefiel, Bridgewater, B. Collins, P. Collins, Fiedler

**Friends Rep:** Willits

**Guest:** Judi Holdorf

**Call to Order:** President Daufeldt called the meeting to order at 4:30 p.m.

**Approval of Agenda:** Olson moved to approve the agenda as amended to table New Business item Copy Machine. Second by Moravec. All Ayes. Motion Carried

**Approval of Minutes:** Daufeldt moved to approve the minutes of February 15, 2017 as written. Second by Olson. All ayes. Motion carried. Informal discussion notes for April 18, 2017 accepted.

**Ratify Bills for Payment:** Daufeldt moved to ratify the following bills for payment. Second by Wojtecki. All ayes. Motion carried:

3/3/17	\$15,495.50
3/17/17	\$8,543.60
4/7/17	\$24,965.64
4/21/17	\$7,616.29
5/5/17	\$11,043.87
5/19/17	\$11,579.32

**Citizens Speak:** None

**Staff Liason:** Benefiel reported that the new page Bria Holt has officially started and she is doing well.

**Friend's Report:** Willits discussed choosing a date for the next Annual Friends' Book Sale. Initially, the prospective date was September 7<sup>th</sup>-9<sup>th</sup> 2017 but Olson was concerned about this particular date because of Second Saturday scheduled the same day. This event may pose a problem for attendees. Willits took this into consideration and will discuss dates with the other Friends' members. The event will be held at the school board office and book collection will take place 4-6 weeks ahead of the event.

**Directors Report:** Collins did not have a written report but verbally reported on the following:

**Health:** Collins reported that her surgery went well and she is working more at home currently. She is able to work 3-4 hours at the library after 5/18.

#### **Old Business-**

**Library Board Term Expirations:** All board members are willing to serve for another 6 year term as long as there are no obligations.

Wojtecki moved to approve Dew, Gordon, Moravec, and Regenitter's term renewal. Second by Olson. All Ayes. Motion Approved.

**Update on New Building:** Collins reported that the meeting with OPN went well. There will be a few additional design fees but the total should be \$51,750. Gordon added that if there is additional design work needed, then the library will be quoted and the board can vote on it. Collins noted that OPN will have diagrams of the building soon. OPN is 99% done with drawings to go to bid. The Carver Foundation gave the library \$550,000 but \$600,000 is still needed. The city will bond \$300,000 but they cannot bond more than that. If the library doesn't end up needing the bond, it will go to other city projects. The library will have a more refined budget soon but everything is looking

good so far. There is not a solid time frame yet but Spring of 2018 is looking to be the closest date for the move. Collins would like to reduce the time the library is open during the move so that the library does not have to close for a long duration.

**Background on Community Foundation:** Judi Holdorf, executive director of the Community Foundation of Muscatine provided answers about the wordage used in the Community Foundation services. She clarified that fees are low and 2% would be assigned to Acorn Fund and then 1% after funds are achieved at \$10,000. The community foundation is responsible in managing funds as the individual intends. They are a value to organizations because they deposit funds, write up donation receipts, invest money, and provide other multitudes of services.

**Library Fundraising for New Building:** The library wants to join the Community Foundation and would like to do so through the Friends' group. The Friends' would serve as an agent for the fund. Gordon added that this would not only benefit the library but also the Friends as well.

Daufeldt call for a motioned for the Friend's to serve as a legal entity, as well as accept gifts for fund establishment. Daufeldt requested Willits to take this proposal for a vote to the Friends'. Second by Gordon. All Ayes. Motion Carried.

#### **New Business-**

**Big Blue Blocks:** Betty Collins brought a request to the board about an item she has been looking into getting for the children's department. She passed out informational pages about an item called Big Blue Blocks. They are easy to stack and move around and they are made out of waterproof foam and are resistant to mold, mildew, corrosion, and microorganisms. A set includes bricks, cylinders, chutes, and channels and they inspire children to design their own inventions and environments. P. Collins suggested if the library can get the blocks, they would like to use them at the new building for outside activities such as concerts or movie nights. The library would also love to loan them to the YMCA to use. The cost would be \$10,000. B. Collins noted that creativity, social skills, and

engineering are improved in children who use these blocks. The Children's Museum uses them and they are a very popular item. This would be perfect for patrons at the library who can't go regularly to the Children's Museum.

**Budget:** At the end of the fiscal year the library has around \$50,000 left over in the budget. The board would like \$10,000 of that to go to the Big Blue Blocks. The library does not want to roll over the rest of the money because they want to keep as much money in the trust because of its flexibility. If the money rolls over into the technology fund, then it can only be used toward computers. The library is paying ahead for their advertising in the Voice of Muscatine. The library paid half of a webpage payment last year and needs to pay \$69.50 for the rest. The library is also paying \$2,600 for a new service called Dear Reader. Moravec suggested buying laundry carts to store and move the Big Blue Blocks in. The budget will also help pay for registration for the next fiscal year for four people to attend the Lena conference.

**Copy Machine:** Fiedler reported that the library pays \$301.00 a month for the current copy machine. A new lease for a Xerox machine would be \$200.00. The Xerox works as a scanner and a fax machine.

Moravec moved to accept the new lease to Xerox. Second by Wojtecki. All Ayes. Motion Carried.

Daufeldt moved to adjourn the meeting at 6:08 pm. Second by Wojtecki. All Ayes. Motion Carried.

The next meeting of the Library Board of Trustees will be Wednesday, June 21, 2017 at 4:30 pm.