

Musser Public Library Board of Trustees

November 15, 2017 meeting

408 East Second Street

Present: Daufeldt, Gordon, Gradert, Dew, Moravec, Olson, Johnson

Absent: Wojtecki, Regennitter

Staff: Collins, P., Benefiel, Fiedler, Carlson

Friends Rep: None

Guest: Stelzner, Glenn and Hill, Randy

Call to Order: President Daufeldt called the meeting to order at 4:30 pm.

Approval of Agenda: Collins asked to change agenda to move Stelzner and Hill to top of agenda for a building update. Gordon motioned and Olson seconded, all ayes.

Hill stated that the project is moving along and is on track. Sheets is the general contractor from Maquoketa and their pre-construction meeting will be December 5<sup>th</sup>. Stelzner said that Sheets would be doing structural reinforcing and they are still on task for completion by March 30<sup>th</sup>. They are the same contractors that did Muscatine Community college library update.

Gordon added that Allsteel team will be coordinating with OPN for furniture, etc.

Collins stated that there has been a \$1000 donation anonymously and \$5000 from Vision Center. Gradert asked if we had heard from the banks yet, Gordon said not yet but Collins reconfirmed that we are not too worried about funding.

Collins requested a motion to authorize a purchase order for \$5000 for OPN design-Dew motioned and Gordon seconded. All ayes.

Approval of Minutes: Gordon moved to approved October 18th meeting minutes. Second by Gradert. All ayes.

Ratify Bills for Payment: Dew motioned to approve all bills and Gordon seconded, all ayes.

Citizens Speak: None

Staff Liaison: Benefiel had nothing.

Friends Report: None

Directors Report: Collins reported that Nicole Willits has resigned from the Friends and moved to Pella Iowa to take a new job. There was discussion about reorganizing the Friends group in the next 5 to 6 months. Daufeldt suggested that she would talk to the Leadership Muscatine group about volunteering.

Collins said that Fiedler was assisting with a new web page that will come up when the building opens.

Old Business: Collins is continuing to work with George Lawson on shelving and layout. Gordon will arrange a meeting with Allsteel for the transition to the new building.

Collins said George advising being closed for a month.

Purchase policy: Olson suggested we further refine the policy to be more specific to the library and Collins said she will bring it back with updates.

Independent Library Fundraising: tabled.

Board/Staff Training: January 10 from 7:00-10:00 am, the staff will be in the Real Colors training and then the library will open at 11am. Dew motioned, Moravec seconded. All ayes.

Human resources has recommended a trainer for a presentation on board/staff rolls. Gordon suggested that we invite other library boards-Collins said she will discuss it with them once we have a date. It was suggested to start the board meeting at 3pm and have the training following. More to come.

Policy Review: Daufeldt wanted the policies to be approved as a block. After discussion Gradert moved to approve except the meeting room policy and Moravec seconded, all ayes. They will be reformatted prior to opening the new building.

Hours policy-update: amended moved by Johnson and seconded by Gordon. All ayes.

Adjourn: Gordon moved to adjourn, Dew seconded. Meeting adjourned 5:43pm.

Next Board Meeting will be Wednesday, January 17, 2017 at 4:30pm **location 408 West 2nd.**