



City of Muscatine

LIBRARY BOARD OF TRUSTEES Wednesday, November 16, 2022

The Library Board of Trustees meets on the 3rd Wednesday of each month at 4:30 p.m. in the Library Community Meeting Room 104

Minutes

1. CALL TO ORDER

Moravec called the meeting to order at 4:33pm.

Present: Scott Comstock; Nancy Dew; Robert Fiedler; Diana Gradert; Anthony Loconsole; Jon Moravec; Mary Odell; Steve Truitt

Absent: Jane Daufeldt; Molly Garrett

Guest: Greg Benefiel; Kathy Kuhl; Mallory Moffitt, secretary

2. APPROVAL OF AGENDA

Odell moved to approve the agenda with the addition of section: Approval of Minutes; seconded by Dew; Motion passed

3. APPROVAL OF MINUTES

Dew moved to approve the minutes from 10/19/22 as presented; seconded by Loconsole; Motion passed

4. RATIFY BILLS FOR PAYMENT

Dew moved to ratify bills from 10/21/22 and 11/04/22 as presented; seconded by Gradert; Motion Passed

5. RECEIVE COMMUNICATION

No report

6. CITIZENS SPEAK

No report

7. STAFF LIAISON

Staff member, JoAnn Carlson, had a stroke Sunday evening and is now in recovery at the University of Iowa Hospitals. Staff have donated time, money, and safety bucks to show their support to JoAnn and her family.

8. FRIENDS' REPORT

Waiting on the Bamford calendars; Sycamore Printing had a part break which will hopefully be replaced shortly. Kathy should receive the new website from Big Imprint soon; it will be sent out to the Friends for final approval before launching it to the public. Membership Drive Fundraiser on December 16th at Contrary Brewing, Mark has decided on a Coconut Hefeweizen Beer. The group will have flyers and promotional materials. If people sign up at the event, their membership will be free through the end of June 2023. There is a meeting this Thursday to finalize plans for the event.

9. DIRECTORS' REPORT

- Budget season has started. Timeline: November 14, personnel budget was due; December 8th, status quo budget request due to the county; December 12, status quo budget is given to the City; December 15th, the Library will meet with the City Administrator; January 18, approval of budget by the Board; January 24, Fiedler will present to the county; around January 28, Fiedler will present to the city. The City will approve the final budget on March 16, 2023. Cost of living raises based on City numbers. We are expecting a 3-5% increase in prices from vendors for databases, materials, etc.
- The Library participated in the Trunk or Treat event with the City on October 30th. There were 1800+ attendees. Betty and her crew did a great job.
- Staff in-service is tentatively scheduled for January 12, 2023. The Library will be closed for the day. Active shooter training in the morning with PD. Afterwards, from 10:00am-12:00pm, select staff will give presentations about their departments. The Board of Trustees and the Friends' Board are invited to a catered lunch at noon. Becky Heil, State Librarian, will be discussing intellectual freedom and what the state library does after lunch. The afternoon sessions would count towards the board members' annual training.
- Registered for the Jingle & Mingle event on December 2nd from 5:30pm-8:30pm. The building will be closed except for the 2nd St entrance area. Wrapping different genres of donated books as presents to hand out.
- We had a meeting about Sustainable Shelves last week. Starting the program soon. Using Sustainable Shelves will help avoid needing to hold large scale book sales.

- Fran will be retiring on November 30th. Fiedler will post the job to get it filled soon.

10. BOARD TRAINING

A. Presentation on Friends Survey (15 Mins)

Relaunching the organization, survey is part of the campaign. There were 164 responses, with 45 responses to the open-ended question.

11. OLD BUSINESS

A. Fine Free Discussion

At the RiverShare AOW meeting in October, it was voted to implement a Fine Free model beginning January 1, 2023 pending formal approval from all the Library Boards. RiverShare Libraries are going to put together a PR packet to share with the public. Fiedler read a statement that will be going out to the public. MPL currently has about 750 patrons with more than \$5 in late fines blocking them from checking out. Bettendorf and Davenport have also approved amnesty, wiping all existing late fees from their patrons' accounts. Odell moved to implement the Fine Free model and amnesty to all Musser patrons' fines (not fees or lost, damaged, or missing items) on their account as stated, effective January 1st, 2023, in conjunction with the other libraries of the Rivershare Consortium; seconded by Truitt; Motion passed.

B. Board Member Position Discussion

There were 3 applicants for the open position. After discussing each candidate, Dew moved to present Kraig Reed to the nominating committee; seconded by Comstock; Motion passed.

12. NEW BUSINESS

A. Request approval to install new shelving in front entryway

The Friends want to purchase new shelving for their book sale in the front entryway. They will use the same vendor so it will match our current shelving. Cost is around \$8000. There will be signage for the Friends of the Library with instructions to go to the service desk to pay. We will also add soft seating. Time frame is 3-6 months from the time of giving approval to LFI. Odell moved to approve the Friends' request to install new shelving in the front entryway; seconded by Dew; Motion passed.

13. ADJOURNMENT

Dew moved to adjourn the meeting; seconded by Truitt; Motion passed. Moravec adjourned the meeting at 5:38pm.

14. NEXT MEETING

December 14, 2022 at 4:30pm