

**Library Board of Trustees**

**April 16, 2014**

**Library Conference Room**

**Present** – Daufeldt, Dew, Gordon, Moravec, Olson, Regennitter, Sheets, Wojtecki

**Absent** – Compton

**Staff** – Anderson-Peck, Benefiel, Collins

**Friends Rep** – None

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

**Approve Agenda** – Olson moved to approve the agenda as presented. Second by Regennitter. All ayes. Motion carried.

**Approve Minutes** – Olson moved to approve the minutes of January 15, 2014 as written. Second by Daufeldt. All ayes. Motion carried.

**Ratify Bills for Payment** – Regennitter moved to ratify the following bills for payment. Second by Dew. All ayes. Motion carried.

2-7-14	\$14,620.34
2-21-14	3,499.83
3-7-14	7,158.47
3-21-14	4,902.50
4-4-14	8,957.66
4-18-14	16,561.00

**Citizens Speak** – Gordon reported that she spoke with a parent who told her that they never miss a kids program at the library and that we have a great staff.

**Staff Liaison** – Fine Free Week will be May 17 – 23. Patrons will be able to have their fines forgiven on returned items. The Fantasy Baseball League is going well. Statistical analyst Professor Ohlmann from the University of Iowa presented a seminar on March 15 and came back the following week to facilitate the Fantasy Draft for the league.

**Friends Rep** – No report

**Director's Report** – Collins turned in her written report. She also reported on attending the Public Library Association (PLA) conference in Indianapolis in March. Children's Librarian Betty Collins and Technical Services Manager Marianna Haas also attended the conference. They gathered information on new trends in libraries and talked to many vendors.

## **Old Business**

**Strategic Plan** – Staff would like to postpone the start of the process until September or October. It would be too difficult to involve children and teens in the process during Summer Reading.

**RFID** – The main objective in going to the PLA conference was to find out as much as possible about the feasibility of switching to RFID. Collins has been meeting with several vendors to get a feeling for the cost involved. Ideas for funding were discussed.

**Elevator and Other Building Issues** – To replace the current elevator, which is not ADA compliant, would cost about \$117,000. A less expensive option is to build a new elevator on the outside of the building at a cost of approximately \$70,000. The old elevator shaft could then be used for storage, with access on both floors. The City is requesting that the Board pay half the cost. The Board feels that this is a Buildings and Grounds issue, not a Library issue, and is reluctant to commit to helping fund the project.

The air conditioner went out in the cable/server room. Due to the electronics housed in this room, the unit was repaired right away.

**Consumer Health Information Center** – The collection was unveiled at the Chamber of Commerce event Wake Up Wednesday hosted by the Library on April 2. Approximately 40 community members were in attendance.

## **New Business**

**Petty Cash Account** – Now that the City provides the library with a credit card, there is no need for a petty cash account. Per Central State Bank, the Board of Trustees is required to vote to close the account. When these minutes are approved at the May meeting, a copy of the minutes will be provided to the bank and the account will be closed. Gordon moved to close the Library Petty Cash Account at Central State Bank. Second by Daufeldt. All ayes. Motion carried.

**Security Issues** – The security expert who spoke at our staff in-service day in February pointed out that our fire alarm system is outdated. The building has no sprinklers, which is not unheard of in libraries. He also advised that a panic button at the front desk and at other locations around the library for staff use would be a good idea. Collins will talk

to the Fire Department and Randy Hill for their input.

The cleaning people brought an issue to staff's attention. Half empty cans of beer and empty cases for porn movies had been discovered by cleaning staff in the family restroom waste container on more than one occasion. As a result, reference staff now checks the restroom several times a day for such items. Sheets recommended posting signs that alcohol is not allowed in the building and that the police would be notified. If that doesn't work, the next step could be to lock the restroom and require patrons to ask for the key.

Daufeldt made a motion to request a comprehensive risk assessment covering ADA, OSHA, fire safety, security systems, and other facility related issues through a third party service provider selected by the City of Muscatine. Second by Gordon. All ayes. Motion carried.

**Board Training** – The Board agreed to meet at 4:00 on May 21, the regular meeting date, for training. Collins will contact the State Library to provide a facilitator.

**Balcony Use on 4<sup>th</sup> of July** – The Chamber of Commerce wants to use the library's outside balcony for viewing the 4<sup>th</sup> of July parade as an incentive for donations. The money raised will go to the fireworks fund. The library is closed that day. Daufeldt moved to allow the use of the outside balcony by the Chamber of Commerce for the 4<sup>th</sup> of July parade, with the number of seats to be determined by the Library Director. Second by Olson. All ayes. Motion carried.

**Sculpture Outside** – An artist out of Burlington has installed several of his sculptures around town. He has visited the library and feels that he could do something utilizing the cement blocks in front. After discussion, it was decided to not pursue this idea at this time.

The meeting was adjourned at 6:00 p.m. The next meeting of the Library Board of Trustees will be Wednesday May 21 at 4:00 p.m.

Respectfully submitted,

Peggy Gordon, Secretary

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