



City of Muscatine

LIBRARY BOARD OF TRUSTEES Wednesday, December 14, 2022

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

Minutes

1. CALL TO ORDER

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

Attendance

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

Absent: Jane Daufeldt; Steve Truitt

Guest: Greg Benefiel; Mallory Moffitt, secretary

2. APPROVAL OF AGENDA

Gradert moved to approve the agenda as presented; seconded by Odell; Motion passed.

3. APPROVAL OF MINUTES

Loconsole moved to approve the minutes from 11/16/22 with the correction of spelling of O'Dell to Odell; seconded by Dew; Motion passed.

4. RATIFY BILLS FOR PAYMENT

Gradert moved to ratify the bills from 11/18/22 and 12/02/22 as presented; seconded by Odell; Motion passed.

5. RECEIVE COMMUNICATION

No report

6. CITIZENS SPEAK

No report

7. STAFF LIAISON

Fran Donelson officially retired at the end of November. Joann Carlson will be moving to Lutheran Living this Friday.

8. FRIENDS' REPORT

The fundraiser is this Friday at Contrary Brewing. If it goes well, it could turn into an annual event. Bamford calendars are on sale for \$10 at the Service Desk, 100 printed. Final plans for book sale shelving were approved last week; the Community Foundation will submit the deposit. Expecting a 12-14 week delay. The Friends have agreed to fund Channel 5 subscription expenses for FY 23-24 for \$14,000. Moving forward, they are open to continually funding some aspects of Channel 5.

9. DIRECTOR'S REPORT

- Closed Meeting Memo - Moving forward, the library will use the following procedure to maintain compliance with Open Meetings laws as they pertain to Closed Sessions:
 - The Request for closed session will be added to the agenda prior to public posting.
 - The closed session will be recorded. The recording will be downloaded to a USB drive by the Secretary and stored in a secure location at City Hall. The online recording will then be deleted from the online storage location.
 - The Secretary will transcribe the session in writing, seal the closed session minutes and store them securely in City Hall.
- Budget update - 4.5% Increase requested: \$1238,700 to \$1,294,800. Asking for a \$5000 increase to the materials budget. The full budget request is to be sent to the Board and reviewed at the January meeting. Meeting with Nancy and Carol to discuss proposed requests. At the end of this fiscal year, there will be around \$30,000 remaining due to personnel changes, which will go towards collection development and the computer rollover fund. There was a 3% increase to the county budget from last year, which is in line with the City.
- 956 people came through the gate during Jingle & Mingle. Got a lot of good feedback from the Friends group and staff. Staff wrapped donated books to hand out. Mr. Taylor played music. Pat Grimm handed out information about the Friends. Channel 5 views jumped up to around 30 people per half hour.
- The Fire Department donated AEDs to several departments around the city, including the Library. Training next Tuesday with staff.

- Requested that Public Works look at the possibility and costs of painting crosswalks and adding signage in the back alley.
- Received a quote from Lucas to put a security camera monitor in the staff workroom.
- The CAT Grant Plaque from the opening of the building will be arriving soon. It will hang in the East Entrance
- Kraig Reed was approved by the council. He will come in tomorrow for orientation and will attend the January meeting. Jon and Nancy leave at the end of June. We will start the process to fill the vacancies early.
- The first shipment of 15 boxes for Sustainable Shelves was picked up earlier today.

10. BOARD TRAINING

- A. Chapter 5: Approving and Monitoring the Budget (15 minutes)

11. OLD BUSINESS

- A. Fine Free Update - Request to approve use of Unique Management Services to recover long overdue/missing materials beginning Jan 1st, 2023
RiverShare will announce Fine Free on January 3, 2023. Musser has been looking into using Unique Management Services' Fine Free Gentle Nudge program. They are a collection recovery agency that encourages people to return long overdue materials. They claim to be revenue neutral; the amount of returned items is equal to the cost of using the program. It costs approximately \$12/patron with a \$200 set-up fee. It is a monthly subscription, and can be canceled at any time. Willing to spend up to \$1500 for a trial period. Unique Management Services does not contact juveniles, but will talk to their parents. The program will not affect peoples' credit; there are no collection agencies and they will not garnish wages. Dew moved to use Unique Management Services to recover long overdue materials beginning January 1, 2023 for a trial period of an amount up to \$1500; seconded Loconsole; Motion passed.

12. NEW BUSINESS

- A. Request to amend and approve Circulation policy
This policy needs to be amended to reflect the new fine free policy. Missing verbiage about automatic renewals. Loconsole moved to approve the amendments as outlined with the understanding that modifications regarding automatic renewals will be made and reviewed at the next meeting; seconded by Gradert; Motion passed.
- B. Request to approve library closure for Jan 12th, 2023 for annual staff in-service
Odell moved to close the library on Thursday January 12, 2023 for annual staff in-service; seconded by Dew; Motion passed.
- C. Request to approve Library Holiday closure calendar for 2023
Very similar to the 2022 holiday closures with the addition of remaining closed

on Black Friday; on average there is a 30% drop in door count that day. The Library will remain open normal hours on New Year's Eve, which falls on a Sunday with already shortened hours (12pm-4pm). Loconsole moved to approve the Library Holiday Closures for 2023; seconded by Odell; Motion passed.

13. ADJOURNMENT

Dew moved to adjourn the meeting; seconded by Gradert; Motion passed.
Moravec adjourned the meeting at 5:37pm

14. NEXT MEETING

January 18, 2023 at 4:30pm.