

Library Board of Trustees

February 15, 2012

Library Conference Room

Present - Compton, Dew, Gordon, Knoernschild, Moravec, Olson, Regennitter, Stelzner, Wojtecki

Absent - None

Staff - Anderson-Peck, Benefiel, Collins

Friends Rep - None

Call to Order - President Stelzner called the meeting to order at 4:30 p.m.

Approve Agenda - Wojtecki moved to approve the agenda. Second by Compton. All ayes. Motion carried.

Approve Minutes - Olson moved to approve the minutes of January 18, 2012 as written. Second by Gordon. All ayes. Motion carried.

Ratify Bills for Payment - Knoernschild moved to approve the following bills for payment. Second by Regennitter. All ayes. Motion carried.

2-3-12	\$9,485.18
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2-17-12	1,692.46
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Citizens Speak - The library has been the center for the international journalists in town covering the visit from the Chinese Vice President. On February 14 a large informational gathering for the press was held in the Meeting Room. This gave TV, radio, and print journalists a chance to ask logistical and other questions prior to the Vice President's arrival the following day. Much use was made by the press of the Library's wi-fi capabilities. Library staff also provided them with information regarding motels, restaurants, and other amenities available in Muscatine.

Staff Liaison - Benefiel reported that we are having some major issues with the new delivery service regarding inconsistent arrival times and their lack of concern for proper handling and cleanliness of library items. These concerns are not unique to Musser, but are shared by all those in the RiverShare consortium. The delivery committee is working on resolving the issues.

A patron who lives at the MCSA building has been banned and was served with a No Trespass order by the police. He had unnerved both staff and patrons with his intrusive and unbalanced demeanor. He made a habit of sitting in the Children's department, which is off limits for people who are not accompanied by children or actively looking for materials there. The last straw came when he walked in the alley door and through the workroom as if he owned the place. The alley door is now kept locked at all times.

Friends Report - Gabbard was absent. The Friends did not meet in February.

Director's Report - Collins submitted her written report. She added that she is planning to implement a daily morning meeting with staff to go over what will be happening each day, who is on vacation or sick or has a day off, meeting room schedule, programs, etc. This should help staff be "in the loop".

Old Business

Community Foundation Account - Tabled until March.

New Business

Budget Progress - We submitted a flat budget request this year. The big goal is to keep things static. Stelzner congratulated Collins on her budget presentation to the City Council at the end of January. There is still the prospect of the State Legislature adopting commercial tax rollbacks. The Library could lose as much as \$150,000 in funding if this happens. It could be as late as June before the rollbacks are announced.

Edit Board Policies for Webpage - Permission was granted for staff to edit the policies for style and format so that they can be posted to the webpage.

LEAN - LEAN is a process designed by Toyota to eliminate waste and save costs. Staff will be observed and recommendations will be made on how to streamline the work flow. Gordon will be involved in this process.

Beautify Muscatine - The group wants to help us with the appearance of the front of the library. Collins will meet with them to see what they have in mind and to determine how we can work with them.

The meeting was adjourned at 5:30 p.m. The next Board of Trustees meeting will be Wednesday March 21, 2012 at 4:30 p.m.

Respectfully submitted,

Bev Knoernschild, Secretary

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