

**Library Board of Trustees**

**January 21, 2015**

**Library Conference Room**

**Present** – Compton, Daufeldt, Dew, Gordon, Moravec, Olson, Regennitter

**Absent** – Sheets, Wojtecki

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

**Friends Rep** – Willits

**Call to Order** – Vice President Olson called the meeting to order at 4:35 p.m.

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

**Approve Minutes** – Dew moved to approve the minutes as written. Second by Compton. All ayes. Motion carried.

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

12-5-14	\$8,403.35
12-19-14	\$9,040.77
1-9-15	\$8,857.51
1-16-15	\$1,935.29

**Citizens Speak** – None

**Staff Liaison** – Benefiel reported that Bobby Fiedler has left Musser to take a job at the Bettendorf Public Library. Staff is adjusting schedule-wise until a replacement is found. Benefiel also reported that he is now the chairperson of the RiverShare circulation committee, which meets every other month.

**Friends Rep** – Willits reported that the Friends are very pleased with how well the Winter Event went and feel that the funds they contributed were used wisely. The Friends have two new Board members and are hoping for some fresh ideas. They are working on a new logo. Trivia Night will be January 30 at Boonies. Entry fee is \$10 per person.

**Director's Report** – Collins did not turn in a written report, but reported on the following:

City Budget Season – There is an overall funding shortage within the City due to the commercial property tax roll-back. Collins has received indications, however, that the Library budget will not be cut.

County Budget Presentation – Collins will meet with the Muscatine County Board of Supervisors on January 22 to discuss our funding request to the County.

Tax Forms – The federal government has greatly reduced the number and variety of paper tax forms that they will send us for distribution to the public. The State will not send any forms at all this year. We will print off the popular forms ourselves for the patrons. We will also print off a few copies of the instruction booklets and check them out to patrons for a period of one week. The Library is the only place in town where the general public can pick up a tax form.

Problem Patron Incident – A disruptive patron who has been banned from the Library came in recently. Staff reports that he looks different due to weight loss and they didn't notice him enter the building. He became disruptive and the police were called.

Partnering with the School District – One meeting has been held and we are tentatively planning a kickoff in April for the "1000 Books Before Kindergarten" program.

Summer Programs for Kids – Plans are underway for a Library Fair focusing on children's programs around the community this summer. No date has been chosen yet.

### **Old Business**

**Strategic Plan** – More realistic dates for completion are needed. The Board was asked to return next month with some suggestions on a workable timeframe.

### **New Business**

**Meeting with Architect and Space Needs Planner** – Robert Winters, architect with Gere/Dismer, and Library Planning consultant George Lawson met with Collins, Board members, and staff. They propose a study that will include a formal needs assessment with cost options for three scenarios – remodel the current building, repurpose another existing building, or build a new building. The study process will take about 4 months and will cost \$86,000.

Regennitter moved to authorize payment from the Trust of up to \$86,000 for the Facility Needs Assessment & Master Plan Study and that the Library will pay any invoices for incidental expenses above that amount out of its general fund budget. Second by Daufeldt. All ayes. Motion carried.

The meeting was adjourned at 6:10 p.m. The next meeting of the Library Board of Trustees will be February 18, 2015 at 4:30 p.m.

Respectfully submitted,

Peggy Gordon, Secretary

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