

## Library Board of Trustees

May 21, 2014

## Library Conference Room

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

**Absent** – None

**Staff** – Anderson-Peck, Benefiel, B. Collins, P. Collins

**Friends Rep** – None

**Call to Order** – President Wojtecki called the meeting to order at 4:32 p.m.

**Approve Agenda** – Olson moved to approve the agenda as amended to move New Business item Summer Reading Plans to follow the approval of agenda. Second by Regennitter. All ayes. Motion carried.

### **New Business**

**Summer Reading Plans** – Betty Collins reported that the theme for this year’s Summer Reading Program, which begins on June 2, is” Fizz Boom Read”. The generous sponsors of SRP again this year are Friends of Musser Library and Central State Bank. Some of the activities and presenters planned include PBS music and dance personalities Zinghoppers, several science demos from Bluedorn Imaginarium, Thursday evening Family Storytime Around The Town, IPTV superstar Dan Wardell, a children’s parade on the morning of July 4<sup>th</sup>, and a grand finale featuring the “explosion” of 800 ping pong balls from a trash can. Year-round children’s programming such as Lapsit, Preschool Storytime, and Baby Specialty will continue to be held during June and July. A grant from the Community Foundation of Greater Muscatine funded the purchase of summer reading software to better facilitate sign-up and record keeping.

**Approve Minutes** – Gordon moved to approve the minutes of April 16, 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.

5-2-14            \$5,350.13

5-16-14          \$8,291.26

## **Citizens Speak – None**

**Staff Liaison** – Benefiel reported that Fine Free Week is going well. It runs May 17 through May 23. The main purpose is to get children's cards cleared before Summer Reading so that as many as possible can participate. Staff will clear fines and give free replacement cards to all patrons who come into the building and ask. Money from fines goes into the City's general fund, not to the Library.

**Friends' Report** – Collins reported that the Friends are still exploring fundraising ideas.

**Director's Report** – Collins turned in her written report. Discussion was held and it was decided that Board training would be scheduled for the July meeting if the facilitator is available.

## **Old Business**

**Comprehensive Risk Assessment** – A representative from the City's insurance company will be here on May 28 to inspect the building.

**RFID** – Collins and the management staff are compiling figures and facts. The cost for equipment and tagging of all material is estimated at \$125,000 to \$140,000. A concern is the maintenance cost, which would be an additional \$8,000 to \$11,000 per year. Our available space is not big enough for a sorter, although we can add one later if something changes.

**Going to Carver** – We will be ready to go to Carver for a preliminary discussion on funding feasibility for conversion to RFID and building repairs once the report from the insurance company is received.

**Capital Improvement Plan** – A proposal was turned in to the City suggesting various improvements and upgrades to the front area of the building. We scored in the middle range of all other departmental submissions, which means we didn't make the cut this time around. However, we have been encouraged by the City to start thinking of our next proposal to be submitted, which could include the RFID funding if Carver turns us down.

**Elevator** – The City is bonding only \$35,000 for replacement of the elevator. It is unknown at this time where the rest of the money will come from.

## **New Business (continued)**

**Possible Technical Service Changes** – Discussion was held. Collins will have firm numbers at the next meeting.

**LEAN** – Collins and Benefiel will ask the Friends for funding to go to the large LEAN conference in Michigan next FY.

**China Initiative** – We will receive 400 books about China in September. It is possible that Collins and other staff and/or Board members will have the opportunity to go on an upcoming trip to China as part of a “sister library” program. More information will become known in the next several months.

**Rights to Grossheims** – We have occasional problems with people and organizations using the Grossheims inappropriately. The concern for years has been that we claim copyright but don't have copyright. Collins will consult with an attorney on this matter.

**Card Holder Maps** – The maps are quite large and show where our patrons live. We will use this data to concentrate efforts on areas of the community where fewer residents have cards.

The meeting was adjourned at 6:00 p.m. The next meeting of the Library Board of Trustees will be Wednesday June 18, 2014 at 4:30 p.m.

Respectfully submitted,

Peggy Gordon, Secretary

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