



## City of Muscatine

### LIBRARY BOARD OF TRUSTEES

Wednesday, January 18, 2023

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 4:29 pm

**Present:** Scott Comstock; Nancy Dew; Robert Fiedler; Jane Daufeldt; Anthony Loconsole; Jon Moravec; Mary Odell; Steve Truitt, Kraig Reed

**Excused:** Diana Gradert

**Guest:** Greg Benefiel; Molly Garrett, secretary

2. APPROVAL OF AGENDA

Dew moved to approve the agenda; seconded by Daufeldt; Motion passed

3. APPROVAL OF MINUTES

Jane and Steve are excused absences for December and November

Lonconsole moved to approve the minutes from 12/16/22 as presented; seconded by Truitt; Motion passed

4. RATIFY BILLS FOR PAYMENT

Dew moved to ratify bills from 12/06/22 and 11/04/22 as presented; seconded by Comstock; Motion Passed

5. RECEIVE COMMUNICATION

No report

6. CITIZENS SPEAK

No report

7. STAFF LIAISON

Shelver Alexis had her last day Thursday, January 12. Two new shelvers have been added, Zoie and Angela. Fran's position has been filled by Tangie Viner. A thank you was extended to the board members who attended the all staff day. Staff member Joann is doing well, but there are no plans for her return currently. Mallory, a reference assistant, left the library last week as well and a replacement is being hired soon.

8. FRIENDS' REPORT

9. DIRECTOR'S REPORT

The Staff In Service Day took place last Thursday. It was a good day that benefited the staff in many ways, including learning together. The first session was training about active killers. Library staff were engaged and received gratitude from the officer who presented the material. The emergency and disaster manual is currently being drafted. A few staff members also presented on what they do in the library. They did a wonderful job.

The Library went fine free forever. The feedback has been overwhelmingly positive. Patrons are coming back into the building and returning long overdue items. There will be a check of numbers in about 6 months. For Musser Public Library, \$11,258 in fines were forgiven. Work has started with Unique to get more items returned and the word out to those who are still unaware.

A monitor will be installed into the circ workroom soon. A new procedure will be created for missing children. This will be added to the Emergency and Disaster Manual.

The Library will be receiving funds from a long time patron's will.

A new template for sending statistics to the city was presented.

10. BOARD TRAINING

Included in the board packet is a graphic of hours completed and hours needed for all board members. Hours need to be completed by the time

accreditation is due. Courses can be completed in person or online. Board members are elected for 6 year terms with a maximum of two full terms.

A. No training this month due to the Staff In-service

11. OLD BUSINESS

Loconsole moved to approve the circulation policy as amended to include automatic renewals; Daufeldt seconded; Motion passed

A. Amend and approve Circulation Policy

12. NEW BUSINESS

A. The Library will be requesting an increase of 3% from Muscatine County This equates to \$130,206.00. The County's contribution covers rural residents. An increase of \$1.29 million is being requested from the city. This is a 4.5% increase from last fiscal year. The largest portion of the budget is allocated towards staff. The 3% cost of living was requested with additional funding going towards the collection. Loconsole moved to approve the budget as presented; seconded by Truitt; Motion passed

B. Loconsole moved to approve the step increase for Director Fiedler; seconded by Dew; Motion passed.

A. Step Increase Approval - Director

B. FY24 Budget Request Approval

13. ADJOURNMENT

Dew moved to adjourn the meeting; seconded by Daufeldt, Motion passed.

Moravec adjourned the meeting at 5:47 pm.

14. NEXT MEETING

March 15, 2023 at 4:30 pm