



# City of Muscatine

## LIBRARY BOARD OF TRUSTEES

Wednesday, February 15, 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 4:30 pm.

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

**Excused:** Diana Gradert

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

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

Dew pointed out a correction; Board members are elected for two 6-year terms, not 12 year terms as the minutes state.

Loconsole moved to approve the minutes from the January 18, 2023 meeting with corrections as noted; seconded by Daufeldt; Motion Passed.

4. RATIFY BILLS FOR PAYMENT

Comstock moved to ratify bills from 1/20/23 and 2/3/23 as presented; seconded by Truitt; Motion passed.

5. RECEIVE COMMUNICATION

No Report

6. COMMUNICATIONS - CITIZENS

No Report

7. STAFF LIAISON

Emma Stoffer has been hired to replace Mallory and she started this week. Currently, we have a full staff other than JoAnn. JoAnn did come home on Friday and is still recovering. Staff have been covering her duties in the interim and Tangie will be moving to do home delivery as Fran and JoAnn were.

8. FRIENDS' REPORT

Friends minutes have been provided for everyone.

The estimated shelving delivery date is the end of March. Will possibly have a section for local authors.

Looking into scheduling the QC Visiting Artist Series. It is fairly inexpensive and we would like to book an evening during the week sometime this fall.

9. DIRECTORS' REPORT

The budget was presented to both the City Council and the County Board of Supervisors last week. Both presentations went very well. Moravec and Loconsole both attended the City Council meeting and the Library received warm and positive feedback, which was great to hear.

As you all may have heard, there was a state 2% property tax calculation error. This error will affect all municipalities across the state. Muscatine does appear to be in better shape to absorb the error and it looks as though Muscatine will address it now rather than later. Bobby will keep everyone updated. The budget due date has been extended to April 30, 2023.

The Library will need two new Board Members July 1st. We should post in mid March or April.

Scheduling a Board Member photo was discussed. Tentatively we will plan on June and we can discuss specifics as it gets closer.

The Library does not have data from Unique Management yet. It takes approximately thirty days before the data becomes available. We should see it in the next week or so.

Library staff continues to receive positive feedback in regards to going fine free. Staff have noticed families that they have not seen in a very long time returning to the library.

10. BOARD TRAINING

- A. Iowa Trustees Handbook: Chapter 6 Developing and Adopting Policies (see attachment)

In the board packet, all received information on developing and adopting policies.

Discussion was had regarding the importance of policies, their purpose and the process. Discussion was also had regarding how often to review and develop a regular schedule to review and update each policy. Policies can be found on the website and we have a binder at each meeting.

#### 11. OLD BUSINESS

- A. Request for approval to accept revised Flag Pole quote (see attachment)  
The Library had to obtain an updated quote to install the flag pole. The updated quote is about \$500 more than the last and the City will contribute from ARPA funds. If approved, the flag pole will be installed this spring. The location will be to the right of the main entrance where there used to be a sculpture and will have a wired light. We are not certain if the quote includes a flag, but we may have access to one. Discussion was had regarding being on a mailing list to know when the flag should be at half mast. The building and grounds department will take care of lowering and raising the flag as needed. Loconsole moved to approve and accept the revised flag pole quote as presented; Seconded by Reed; Motion passed.

#### 12. NEW BUSINESS

- A. Request for approval to subscribe to Bridges for additional eMaterials, including eMagazines

The library participates in River Share Resources and would like to subscribe to Bridges in addition. We pay for Emagazine separately for River Share. Bridges includes EMagazine in addition to approximately 100,000 more items. The cost of Bridges would be \$5,297.37 and a one-time implementation fee of \$400. We would need to subscribe by March 31, 2023 and it would go into effect on July 1, 2023 if accepted. Motion by Odell to approve subscribing to Bridges; seconded by Dew; Motion passed.

- B. Request for consent to begin the draft process for new and revised library policies

This is one of our goals for this fiscal year. Current policies are outdated and many things are not addressed. Would like to bring the policies current, have consistency and address issues that we currently have. Discussion was had regarding looking at other libraries policies, making sure policies compliment city rules and possibly having the City Attorney review them prior to approving the policies. Policies are reviewed every three years and we could create a review date schedule for each policy. It was the general consensus of the Board to approve the request to begin the draft process.

13. ADJOURNMENT

Loconsole moved to adjourn the meeting at 5:21 pm; seconded by Truitt;  
Motion Passed.