



City of Muscatine

LIBRARY BOARD OF TRUSTEES

Wednesday, March 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; Mary Odell and Diana Gradert

Guest: Molly Garrett and Tangie Viner, secretary

2. APPROVAL OF AGENDA

Odell moved to approve the agenda with the addition of the request to cancel the April Board meeting under New Business - Item B; seconded by Truitt; Motion passed.

3. APPROVAL OF MINUTES

Daufeldt moved to approve the minutes from the February 15, 2023 meeting; seconded by Dew; Motion Passed.

4. RATIFY BILLS FOR PAYMENT

Loconsole moved to ratify bills for payment from 2/17/23 and 3/3/23 as presented; seconded by Comstock; Motion passed.

5. RECEIVE COMMUNICATION

No Report

6. COMMUNICATIONS - CITIZENS

No Report

7. STAFF LIAISON

No Report

8. FRIENDS' REPORT

Friends minutes were provided for everyone and the Friends brochure was distributed.

The estimated date to install the shelves is the first week in April. The current plan is to move items that are for sale to the front and move the audio book collection to the shelves in the back.

9. DIRECTORS' REPORT

The Pearls of Progress plaque has been installed by the front door. This completes the CAT grant. Hybrand Construction installed the plaque for free as a donation, which was very generous.

The Library's five year anniversary at this location is on June 17th. We are looking at different ideas for a celebration and are open to suggestions. With wood being the typical theme for 5 year anniversaries, it has been suggested to plant an oak tree in the green area across from the parking lot. We may possibly incorporate story time under the tree that week depending on the weather.

Molly has finished the disaster/emergency planning manual and we will send that out soon.

We received the first report from Unique Management for the month of February. The cost of the service was \$302.90 and the value of the materials that have been returned is \$241.89 so far. Patrons do get charged a \$10 collection fee that the library is currently paying. We did not want to penalize people, we just wanted to get the materials back. We will continue to do this for 6 months and re-evaluate how to handle this charge at that time. Patrons are coming back and items are being returned.

Currently we are working on policies and we hope to have these sent to the Board by the end of May.

The library received a bequest of approximately \$13,000.00 from a long-time patron of the library. Loconsole inquired if there were any specific requests by the family as to how the funds were to be spent. Fiedler stated that he had asked the family and they were going to let him know if there were.

The city recently switched from Century Link to Muscatine Power and Water for phone service. This will save the library around \$200 per month.

10. BOARD TRAINING

A. Chapter 7: Planning for the Library's Future (attachment)

Fiedler stated that one of the goals this year is to get a 5 year strategic plan in place. The state library does offer this service, which is what we used last time. Although this service is free, it is pretty basic. St. Ambrose has a department of professional development and they make strategic plans for organizations in the area. There is also Wastyn and Associates and Library Strategies that have both been used by other libraries in the area. Fiedler stated he will reach out to these organizations to get pricing and lead times.

11. OLD BUSINESS

No Discussion

12. NEW BUSINESS

A. Library Endowment Fund Discussion (attachments)

Fiedler stated that he received a call from the Community Foundation regarding the Endowment Fund. Board members received Articles of Incorporation, By-Laws and Statements of the account. The Board needs to decide if they want to leave the fund as it is or close it. Discussion was had regarding the requirements and benefits of leaving the fund as it is vs closing it. The Board decided to table the discussion until they have someone from the Community Foundation attend the next meeting to provide additional information and clarification.

B. Request to Cancel April 19, 2023 Board Meeting

Loconsole moved to cancel the April 19, 2023 Board Meeting; seconded by Daufeldt; Motion passed

13. ADJOURNMENT

Trutt moved to adjourn the meeting at 5:36 pm; seconded by Odell; Motion Passed.