



City of Muscatine

LIBRARY BOARD OF TRUSTEES

Wednesday, July 19, 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

Tony Loconsole called the meeting to order at 4:31 p.m. Present were Bobby Fiedler, Molly Garrett, Diana Gradert, Steve Truitt, Scott Comstock, Kevin Knox, Diana Boeding, and Kraig Reed. Jane Daufeldt and Mary Odell had excused absences.

Before beginning the meeting, Fiedler introduced the new Board members. He welcomed Diana Boeding and Kevin Knox. Everyone then introduced themselves.

2. APPROVAL OF AGENDA

Fiedler stated there was a correction to the agenda. He stated that Approval of the Minutes was not included on the agenda; however, this issue will be fixed following the meeting.

Reed moved to approve the agenda as corrected. Seconded by Gradert. All ayes; motion carried.

3. APPROVAL OF MINUTES

Diana Gradert moved to approve the June 21, 2023 Board minutes. Seconded by Comstock. All ayes; motion carried.

4. RATIFY BILLS FOR PAYMENT

Fiedler gave a quick overview of the bills for the benefit of the new Board members. He stated the first page shows multiple programming items being purchased. He stated a lot of those items are due to the Summer Reading Program.

He then talked about the monthly expenses, noting that MailChimp is for the library's monthly newsletter. He stated Unique Management is basically a collection agency. He explained how their services work. He stated getting materials back from patrons allows them to come back to the library.

Fiedler then stated the majority of purchases from Amazon are for the new podcast. He then gave an explanation about the Hotspots.

Fiedler stated the highest priced items for purchase are the new book carts which will replace the library's very old ones.

Fiedler then explained the \$6,176.22 payment to Library Systems & Services. He stated LS&S helps with the purchase of books for the library.

Boeding asked if this was a monthly fee, and Fiedler answered yes.

Fiedler stated that charges to the Trust are typically recurring programming fees for Channel 5. He noted that the Friends' group has agreed to pay for Channel 5.

There was discussion concerning Fine Free Week and why it was discontinued.

Fiedler stated the \$4,500 paid to Wastyn & Associates is for the library's strategic planning sessions to be held this fall. He stated the sessions will start with a survey and then meetings with the library's internal focus groups. He stated the overall outcome is to show the library's outlook for the next two to five years.

Fiedler then stated the library is switching from CenturyLink to Muscatine Power & Water for its phone services, which means the library will see savings in its phone charges.

There was discussion concerning bills that are submitted each month.

Fiedler then gave an overview and explanation of the General Fund, Computer Fund, and Trust Fund.

Loconsole asked if there was a motion to approve the bills as submitted.

Gradert moved to approve the bills for payment. Seconded by Reed. All ayes; motion carried.

5. RECEIVE COMMUNICATION

6. COMMUNICATIONS - CITIZENS

7. STAFF LIAISON

It was noted Greg Benefiel was not in attendance.

8. FRIENDS' REPORT

Fiedler gave a brief update on the Friends' group. He stated the group meets once a month and right now efforts are being made to get new members. He stated each year the Friends' group has an annual planning meeting, which will take place in either September or October of this year.

Fiedler stated the group is looking at possibly funding the Quad Cities Visiting Artist Series, noting it would be nice to have concerts here in Muscatine. He stated Chad Yocom is currently working on ads for Friends.

Fiedler stated the Friends' group had been asked to make a presentation at a Rotary meeting this fall.

9. DIRECTORS' REPORT

Fiedler told Loconsole he had heard that his family's lemonade stand went very well, and Loconsole stated \$3,360 was raised and will be donated to the Domestic Abuse Shelter.

Loconsole stated he would like to schedule a group photo possibly in September or October. He asked everyone to keep that in mind.

Fiedler stated Bridges is now available to the public and can be used by the library's patrons. He stated it allows access to an additional 100,000 books.

Boeding stated she is excited about its availability, which will mean fewer holds.

Fiedler stated the Sunday Concert Series was held this past weekend. He stated many more programs are being offered at the library.

Fiedler stated approximately 500 people attended the dinosaur showing held recently at the library.

Fiedler stated that Betty Collins and Emerson Taylor are doing the Sparks program this year. He read an excerpt from Betty explaining the purpose of the Sparks program.

Loconsole stated the program had 400 kids enrolled this year. He stated it is paid for by Covid funds and there is enough funding left to have one more program next summer. He stated that Betty and Emerson were doing an outstanding job.

Fiedler stated efforts are underway to increase teen programs.

Fiedler, speaking in reference to the China archives, stated that Sarah Lande and a number of individuals have a large collection of items they would like to make available for public access. He stated the Board approved using library space for the archives. He stated Amy Groskopf from the state is assisting the library and that she is the former director of the Davenport Library. He stated there are a lot of parts that need to be nailed down and a plan developed allowing us to move forward.

Fiedler reminded everyone about the foam cannon activity to be held Tuesday in the back parking lot of the library. He then stated that the Story Time swim party is July 29th.

There was discussion about adult programs.

Fiedler stated the library will have a booth at an event taking place in Taylor Park. He stated the event, which is August 1st from 6 to 9 p.m., is part of National Night Out and is in conjunction with Keep Muscatine Beautiful, the Muscatine Police Department, and the City of Muscatine.

Fiedler stated that he is making a presentation at the Kiwanis in August.

Fiedler stated book sales are doing well since moving them to the front entrance.

Fiedler stated the desk in the front of the library will be moved to the second floor to be used as the reference desk. He stated having the reference desk on the second floor will allow for better supervision on the floor, will be closer to the sound booth, will be closer to the meeting rooms, and will be closer to the computers on that floor. He stated he would announce the change at tomorrow's All Staff meeting.

10. BOARD TRAINING

A. Chapter 8: Evaluating Service and Advocating for Advancements

Loconsole stated the next item on the agenda is board training.

Fiedler stated everyone should have received Chapter 8 from the Board handbook. He gave Board members a moment to read through the handout with discussion to follow.

Reed asked for an update on the flag pole, and Bobby stated there is a supply issue with the flag pole.

Fiedler stated the information in Chapter 8 is pretty straightforward and asked if there were any questions.

Loconsole stated he likes talking about the library story in order to make sure everyone knows about the library events. He stated that if appropriate, he feels invitations should be extended to the Mayor, City Council, and City Administrator. He stated there is a lot of synergy between the City Council and the City Administrator. He then stated he feels any additional outreach is important.

Fiedler stated the additional handout is an Individual Library Assessment, which does not have to be turned in.

Knox asked how often people come to the Board meeting to talk, and Bobby stated it is pretty rare.

There was discussion about how to make people more aware of the Board meetings, highlighting local authors, and dealing with input from patrons.

Fiedler stated it is challenging to communicate to everyone about all the things the library does.

Comstock, who works for the Muscatine School District, stated that citizens are allowed to speak at the Board meetings, which was followed by discussion concerning the protocol for allowing citizens to speak at a Board meeting.

11. OLD BUSINESS

A. Endowment Fund Update

Under Old Business, Fiedler provided an Endowment Fund update. He stated it has been difficult connecting with Jim Nepple concerning the fund. He stated he talked with the City Administrator and the Finance Director and they are going to discuss this matter with the City Attorney to see what needs to be done to close the fund. He stated things are being wrapped up with the Community Foundation to close out the fund.

12. NEW BUSINESS

13. ADJOURNMENT

Gradert moved the meeting be adjourned at 5:39 p.m. Seconded by Reed. All ayes; motion carried.