



# City of Muscatine

## **LIBRARY BOARD OF TRUSTEES**

Wednesday, June 21, 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**

Jon Moravec called the meeting to order at 4:30 p.m. Present were Tony Loconsole, Jane Daufeldt, Bobby Fiedler, Greg Benefiel, Diana Gradert, Steve Truitt, Kraig Reed, Scott Comstock, and Mary Odell. Nancy Dew was absent from the meeting.

**2. APPROVAL OF AGENDA**

Motion made by Jane Daufeldt to approve the agenda. Seconded by Steve Truitt. All ayes; motion carried.

**3. APPROVAL OF MINUTES**

Motion made by Tony Loconsole to approve the minutes for the May 17, 2023 Library Board meeting. Seconded by Jane Daufeldt. All ayes; motion carried.

**4. RATIFY BILLS FOR PAYMENT**

Bobby, speaking in reference to the bills dated May 19, 2023, stated there is a charge for a CD/DVD repair machine. He stated the library needed a new machine. He stated the machine uses the same cartridges as the old one and the price is good. He explained what the machine is used for.

Bobby stated the purchase of a water bottle filling station was necessary for repairs to the drinking fountain. He stated that typically departments pay for their own repairs.

Bobby went on to highlight other items that were purchased.

Bobby, speaking in reference to the bills dated June 2, 2023, explained the charge for Midwest Alarm Services. He stated the alarm that was installed on the alley doors is for the missing child procedure. He stated the alarm is to cover the back door when staff cannot.

Bobby stated the charge to Lucas Communications was for changes to the telephone system.

Bobby then stated the straws and straw cleaner brush extenders were given away at the Stanley Sustainability Fair.

Bobby went over the remainder of the bills and then stated the Trust Fund is sitting at \$90,000 and is in good shape.

Scott Comstock moved to approve the bills as submitted. Seconded by Steve Truitt. All ayes; motion carried.

5. RECEIVE COMMUNICATION

6. COMMUNICATIONS - CITIZENS

7. STAFF LIAISON

Greg stated Molly Garrett is currently out of the office due to COVID.

Greg thanked everyone who attended Saturday's celebration event.

8. FRIENDS' REPORT

9. DIRECTORS' REPORT

Bobby stated the library's five-year celebration was a great event and had about 300 people throughout the day. Jon Moravec and Xiaowen Guo from the Friends group spoke at the dedication.

Bobby stated the City Council took action at its June 15th meeting to appoint new Board members Kevin Knox (city) and Diana Boeding (county) and to approve the reappointment of Scott Comstock.

Bobby stated the Bridges Golive date is July 1, 2023. He stated it will work seamlessly with RiverShare and will increase the collection size for the library.

There was discussion concerning the promotions/advertising announcing the start date.

Bobby talked about Unique Management and how well it is doing. He stated it

allows folks to return to the library.

Bobby stated we are still waiting for the installation of the flag. He stated he talked with Stan O'Brien who stated he was going to contact the contractor.

Bobby stated the Art Council's summer concert series started last month with approximately 50 people in attendance. He stated there are three concerts remaining.

Bobby stated the library is wrapping up end-of-the-year purchases. He stated the sound booth would be delivered next week; however, the location for the booth has not been determined yet.

Bobby stated the Podcasting equipment is in as is the first order of vinyl records. He also stated the cases for the records came in as well.

Jane asked if they were albums, and Bobby answered yes. Bobby stated the first seed collection was \$2,500, and someone donated some unwrapped records. He stated two retro-version record players were purchased and will be rented out as well.

Scott asked if they can be checked out yet, and Bobby stated staff is in the process of getting them ready for checkout.

Jane asked if a record cleaner will be needed, and he stated they can only be brushed off. He stated staff will be checking them.

Bobby stated the strategic planning bill has been paid. He stated the planning process will begin in late August or early September and will take 12 to 16 weeks. He stated the Board will be asked to participate during one of their meetings.

Bobby stated the summer reading program has kicked off. He stated the recent owl presentation had approximately 150-200 people attending. He stated this was followed by the Cockatoo presentation which was broken down into two groups. Both of these events were held inside the library; however, moving forward, everything will take place outside. He stated animatronic dinosaurs will be in the library's greenspace on Tuesday morning.

He stated the library has been really busy this year. He stated the door count for the first three weeks of June was 10% more than last year at this time. He stated activity at the circulation desk was up as well.

Bobby stated LS&S came and covered a lot while they were here. He stated the

library continues to purchase more books in the areas where they are needed.

Jane stated the original plans for the building showed additional space could be added behind the elevators. Bobby stated HNI had the blueprints made up but never moved forward with that portion of the plans.

#### 10. BOARD TRAINING

- A. No training this month

#### 11. OLD BUSINESS

- A. Endowment Fund Update

Bobby stated the Community Foundation has started the process of closing the endowment fund which totals approximately \$2,000. He stated the money will be moved to the Friends' groups charitable fund. He stated Jim Nepple will be letting us know what has to be done to dissolve the fund.

#### 12. NEW BUSINESS

- A. IL Contracts/Approve and Sign

Bobby stated the Illinois contracts require approval by the Board. He stated these contracts are longstanding agreements for library services. He stated the fees have been increased by what we get from the city. He stated the contracts require Board approval, and once signed, they will be forwarded to the various townships for their approval.

Jane Daufeldt moved to approve the contract for library services with the townships of Drury, Buffalo Prairie, Eliza, and New Boston. Seconded Tony Loconscole. All ayes; motion carried.

- B. Nominate and Elect New Board Officers

Bobby stated at this time it is necessary for the Board to elect and approve a new slate of officers to include President, Vice President, and Secretary.

Jon stated Tony had expressed an interest in serving as President of the Board.

Diana Gradert moved to approve the appointment of Tony Lonoscole as President of the Library Board. Seconded by Jane Daufeldt. All ayes; motion carried.

Steve Truit agreed to serve as Vice President of the Library Board.

Tony Loconsole moved to approve the appointment of Steve Truitt as Vice President of the Library Board. Seconded by Scott Comstock. All ayes; motion carried.

Kraig Reed agreed to serve as Secretary of the Library Board.

Tony Loconsole moved to approve the appointment of Kraig Reed as Secretary of the Library Board. Seconded by Jane Daufeldt. All ayes; motion carried.

He stated the appointments will take place at the July 17, 2023 Board meeting.

Tony requested that a picture of everyone be taken after the meeting.

Tony thanked Jon for his years of service on the Board.

Jon stated that his time on the Board was a very rewarding experience. He stated he was glad he did it.

Everyone thanked him for his time served.

13. ADJOURNMENT

The meeting adjourned at 5:14 p.m.