



# City of Muscatine

## LIBRARY BOARD OF TRUSTEES

Wednesday, May 17, 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 4:30pm.

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

**Excused:** Diana Gradert; Mary Odell and Kraig Reed

**Guest:** Greg Benefiel; Molly Garrett and Tangie Viner, Secretary

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

Fiedler noted that the date of the five-year celebration was incorrect. The correct date should be June 17, 2023.

Loconsole moved to approve the minutes from the March 15, 2023 meeting with corrections as noted; Seconded by Daufeldt; Motion passed

4. RATIFY BILLS FOR PAYMENT

Comstock moved to ratify bills from 3/17/23, 4/7/23, 4/21/23, 5/5/23 as presented; seconded by Truitt; Motion passed.

5. RECEIVE COMMUNICATION

A. Ali from the Community Foundation to review the Endowment

Ali Vargus-Stogdill & Jamie Leza from the Community Foundation shared

information about the Community Foundation, the history of the endowment fund and reviewed the steps to close or keep the fund. Leza explained that since it was an acorn endowment and no tax credits had been given, the board could elect to switch to a non-endowment fund and still have a relationship with the Community Foundation. Daufeldt asked if the fund could be transferred to the Friends Trust account and Leza stated that yes it could.

6. COMMUNICATIONS - CITIZENS

No Report

7. STAFF LIAISON

Viner stated that she has been offered & accepted another position. Fiedler stated that Fran will be returning to replace Tangie.

8. FRIENDS' REPORT

Friends meeting minutes were provided for everyone. Fiedler highlighted the local author event that is planned for this Saturday.

9. DIRECTORS' REPORT

Bridges is expected to go live in July. Fiedler stated that the size of the collection is much larger for minimal cost. It has been tested and Kathy is working on promotional materials for when we go live.

The library's five year anniversary celebration will be June 17, 2023 and a flyer is included in the board packet. We will be sending out invitations to appropriate groups and organizations. There will be music, bubbles, a photo booth, a truck petting zoo, food trucks, and prizes. We hope to have the tree planting and dedication as well. Loconsole suggested reaching out to our neighbor, The Black Pearl and see if they would be interested in creating an anniversary fundraising drink.

Alice week was a success. Molly, Katie and Chad did a wonderful job promoting and hosting a lot of programs. Fielder stated that the library saw an increase of approximately 1000 door counts that week. Katie also had an interview with KWQC live. It was a great multiage program and we had a great audience.

The board has received five applications and their applications were provided to everyone. Fiedler summarized the applicants and stated that two council members and the Mayor would make the recommendations to the council. One person must reside in the county and we would either need two women or 1 woman and 1 man for gender balance.

Fiedler stated that officer recommendations and elections would take place at the June Board Meeting. Additionally, Comstock will renew as he is currently serving a partial term.

The board received the monthly report from Unique Management. Fiedler stated that the return on the investment is about one to one and is revenue neutral. We have not received any complaints from patrons and the library is still waiving the \$10.00 collection fee. We are on a month-to-month contract, so we can cancel at any time.

We are currently just waiting on the contractor to install the flag pole.

On Friday June 2nd, the Stanley Center will be open to the public. We have been invited to have a table at the event and will have games and prizes. There will be tours given of the building and all are invited to attend.

Fiedler reviewed the purchases that had been made with the remaining funds from the current budget. The items that have been purchased or may be soon include:

- CD cleaner
- Klimbo bathroom safe stools
- Three book carts - the same colors as our logo
- Storage cabinets in the circ room
- Cabinet for the front desk area
- Podcasting equipment
- Monitor for the meeting room
- Ozo Bots
- A new safe
- Vinyl collection, Possibly may add a listening station in the future

The League of Women Voters wanted Chad to film for them. Fielder stated that it is policy that staff can only be used for library activities.

#### 10. BOARD TRAINING

##### A. Betty Collins - Summer Reading Presentation

Collins shared flyers for the summer reading program, " Find Your Voice" and shared the details of what the children department has planned. She also shared that in collaboration with Parks n Rec they have planned "Summer Outside". Garrett shared the details of the adult summer book club, hobby programs, crafting programs and Muscatine voices of the past.

Kids and Teens log their reading minutes and earn badges for each badge challenge they complete. Adults read 5 books to earn a \$5 gift certificate.

#### 11. OLD BUSINESS

- A. Request for approval to close the endowment fund with the Community Foundation

The board had a brief discussion on the benefits of keeping the endowment fund and closing it.

Loconsole made a motion to close the endowment with the Community Foundation, with the funds to be directed to the Friends Trust. Seconded by Daufeldt; Motion passed.

- B. Request for approval of Strategic Plan proposal from Wastyn & Associates for \$4,500.00

The Board was provided with proposals from both Wastyn & Associates and St Ambrose University. Fiedler summarized the differences between the proposals and stated that Wastyn & Associates has multiple options. He felt like the \$4,500.00 option from Wastyn & Associates would accomplish what we would like to and utilize staff and board time appropriately without the in-person focus groups. Motion was made by Loconsole to proceed with the \$4,500.00 option from Wastyn & Associates; seconded by Truitt. Motion PASSED.

- C. New Library Policies Preliminary Discussion & Process/Timeline (attachment)  
Fiedler proposed that the management team complete the first draft of the policy manual by July 31. Once it is completed, the manual can be divided into three sections and one section in August, September, and October can be sent to the Board for review and suggest edits. He will also have the city attorney review the policies and the Board could approve them at the December meeting.

## 12. NEW BUSINESS

- A. Request for approval to purchase one of the following items over \$5,000:

- Pillar Soundproof Booth: \$6,690.00 (attachment)
- ZenBooth: \$6,435.00 (attachment)

The Board was provided with two proposals for a soundproof booth. Fiedler stated that the proposal from Pillar has been reduced to \$5,690.00 and does have a wood finish. The booth will provide a single patron a private and sound-proof booth to use. Sound carries throughout the library and it is very difficult for anyone to have a private conversation. The booth could also be used for Podcasting.

Motion was made by Loconsole to proceed with purchasing the booth from Pillar; second by Truitt. Motion Passed

- B. Request to purchase t-shirts and print advertising for the 5 year celebration not to exceed \$1,000 from the Library Trust Fund

Fiedler requested approval to purchase print materials for the five-year celebration very similar to the flyer. He would like to purchase t-shirts for staff, volunteers and prizes. Daufeldt stated that she would like to see local vendors used when possible.

Daufeldt made a motion to approve purchasing materials around the cost of \$1,000.00 for the celebration; seconded by Dew. Motion Passed.

13. ADJOURNMENT

Comstock moved to adjourn the meeting; seconded by Truitt. Motion Passed  
Moravec adjourned the meeting at 6:10pm.