



City of Muscatine

LIBRARY BOARD OF TRUSTEES

Wednesday, October 18, 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 4:30 p.m. Present were Kraig Reed, Kevin Knox, Steve Truitt, Scott Comstock, Mary Odell, and Diana Boeding (Zoom). Jane Daufeldt and Diana Gradert had excused absences. Also present were Molly Garrett, Bobby Fiedler, and Greg Benefiel.

2. APPROVAL OF AGENDA

Reed moved to approve the agenda for the October 18, 2023 Board meeting. Seconded by Odell. All ayes; motion carried.

3. APPROVAL OF MINUTES

Odell moved to approve the minutes of the September 20, 2023 Board meeting. Seconded by Truitt. All ayes; motion carried.

4. RATIFY BILLS FOR PAYMENT

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

Comstock moved to ratify the bills for payment. Seconded by Truitt. All ayes; motion carried.

5. RECEIVE COMMUNICATION

6. COMMUNICATIONS - CITIZENS

7. STAFF LIAISON

Benefiel thanked the Board for allowing the library staff to attend the ILA conference in Dubuque. He also thanked the Friends' group for paying a portion of the expenses.

Benefiel stated there are quite a few staff changes that Fiedler will address during his Director's Report.

Loconsole stated that carpets looked great in the Children's Department.

8. FRIENDS' REPORT

Fiedler stated he received a lot of feedback following the library's Rotary presentation. He recognized those who were part of that presentation. He stated positive comments were received concerning Channel 5. He then stated he received a \$250 donation right after the presentation.

Fiedler stated the Friends' group is working on a small fund-raising event, possibly at the West Hill Cakery.

Fiedler stated the Friends' group is interested in hosting someone under the Visiting Artist Series.

Fiedler stated another \$500 donation was received from another library patron.

Fiedler ended by stating the Friends' group is trying hard to increase its membership.

9. DIRECTORS' REPORT

Fiedler stated the Strategic Plan Survey is on the website and Facebook. He stated it was sent out to approximately 9,000 people. He stated that people were responding to the survey.

Fiedler stated the dates for the Planning Committee have been shifted to November 30, 2023, December 15, 2023, and January 18, 2024. He stated he would like to see more community members serving on the committee.

Fiedler stated the reference desk move is still in process. He stated staff issues are currently being dealt with. He stated the goal is to have the move done by November 1, 2023. He stated that it is not a hard date; however, it will be close. He then stated that once the move takes place, the sound booth will be installed.

Fiedler reminded everyone that the group photo would be taken in November.

Fiedler stated the ILA conference was fantastic. He stated it was nice to have management and staff participating in the various breakout sessions. He stated

it was also nice to have Dan Chapman and Betty Collins attending as well. He stated that ideas from the various sessions would be shared at some point in the future.

Fiedler stated he would like to see this opportunity for management and staff to continue into the future.

Bobby stated the carpets were cleaned while staff attended the conference. He stated the carpet in the Children's Department was cleaned three times. The plan is to have the carpets cleaned more frequently and at least do the Children's Department once a year. He stated Building & Grounds started cleaning the windows and hopefully it will be done on an annual basis.

Fiedler stated that later in the meeting the Board would be taking action to approve the purchase of two servers for the library. He stated John Kreuzenstein recommended the library get three small servers and explained why.

Fiedler stated there are many staff changes taking place at the library. He stated that Emerson Taylor would be replacing Betty Collins and Katie Roquet would be filling Emerson's position.

Fiedler stated that as part of the interview process for Betty's position, we met Falloyn Grunder and offered her a part-time position in the Children's Department and she accepted. He stated she would be starting next Tuesday.

Fiedler stated Chris Cook would be replacing Dan Chapman. He also stated that a library shelver was interested in Chris' position. He stated that it would open up a shelving position but we have some good candidates for it.

Fiedler stated Kimi Mendoza gave her two weeks notice earlier in the week. He stated the opening of this position allows us to make Falloyn's position more robust.

Fiedler stated he would be meeting with City Administrator Carol Webb and Finance Director Nancy Lueck about the possibility of offering one of our part-time employees a full-time position.

Fiedler stated it is all hands on deck right now at the library.

Loconsole stated it sounds like you have a good plan for the library.

Reed stated he feels it is great that people want to stay and move up at the library.

Fiedler stated there was a great turnout for Betty's public retirement party. He stated approximately 500 people attended the event and many memories were shared.

Benefiel stated quite a few past employees attended the party.

Fiedler stated that Katie Roquet organized the quilt idea for Betty's gift.

Fiedler stated he requested photos of the event and received approximately 3,000.

Garrett stated the quilt blocks are at the circulation desk if anyone is interested in signing.

Fiedler stated he received an invitation to join Rotary and will be doing so. He stated it would be good to be involved with this group.

Fiedler provided an update on the China Archives. He stated a draft copy of the agreement is attached to your agenda. He stated once the final agreement is received, he would share it with the Board.

Fiedler stated that Norma Lewis, a long-time patron, recently donated \$5,000 to the library.

10. BOARD TRAINING

A. Online Training Opportunity: State Library of Iowa

Fiedler stated the next state library's online training is October 26, 2023 from 6:00 to 7:00 p.m. He stated anyone attending should let us know so that we can keep track of training hours.

Reed asked about the training hours.

Fiedler stated that approximately five hours of training per year are required by the state.

Loconsole requested a copy of the hours Board members have to date.

Fran Donelson will provide that information at the next Board meeting.

Fiedler noted that the state does record the training sessions.

11. OLD BUSINESS

12. NEW BUSINESS

A. Request to Approve Library Server Replacement

Fiedler gave an overview of the quote from Dell for the purchase of two servers totaling \$6,648.68.

Comstock asked how long the servers were expected to last.

Fiedler stated he did not know but would ask John Kreuzenstein.

Truitt moved to approve the purchase of two servers from Dell. Seconded by Odell. All ayes; motion carried.

B. Request Approval to Submit Current Surplus List of Items to the City's Auction Site

Fiedler gave a brief overview of the items on the library's proposed surplus list.

Reed moved to approve the placement of the library's current surplus items on the city's auction site. Seconded by Knox. All ayes; motion carried.

C. Library Policies Review and Request for Initial Approval of Draft Chapters 4-7

Fiedler reviewed Chapters 4-7 of the library's policy manual. He stated the comments and suggestions from the Board were added. He stated that once the draft is complete, it will be forwarded to the city attorney for review. Once that review is completed, it will come back for final approval by the Board, hopefully in early January.

Fiedler stated that sponsorships have been added to Chapter 7. He stated seeking sponsorships is a long way out but still part of the library's plans, so he felt it should be added to the library's policy manual now.

Fiedler stated the last page shows the schedule that will allow a review of the policy manual on a regular basis.

Truitt moved to approve the initial draft of Chapters 4-7 of the library's policy manual. Seconded by Odell. All ayes; motion carried.

13. ADJOURNMENT

Truitt moved the meeting be adjourned at 5:20 P.M. Seconded by Comstock. All ayes; motion carried.

14. NEXT MEETING

A. November 15, 2023