



# City of Muscatine

## LIBRARY BOARD OF TRUSTEES

Wednesday, December 20, 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

Vice President Steve Truitt called the December 20, 2023 Library Board meeting to order at 4:30 p.m. Present were Diana Boeding, Mary Odell, Diana Gradert, Scott Comstock, and Kevin Knox. Tony Loconsole and Kraig Reed had excused absences. Also present were Bobby Fiedler and Molly Garrett. Greg Benefiel was not in attendance.

#### 2. APPROVAL OF AGENDA

Odell moved to approve the December 20, 2023 Board agenda. Seconded by Comstock. All ayes; motion carried.

#### 3. APPROVAL OF MINUTES

Gradert moved to approve the November 15, 2023 Library Board minutes. Seconded by Odell. All ayes; motion carried.

#### 4. RATIFY BILLS FOR PAYMENT

Fiedler gave an overview of the bills, noting that the Friends' group will be reimbursing the library for the eco-friendly totes ordered in the amount of \$145.49. He then gave an overview of the Computer Rollover Fund, Library Trust

Fund, and General Fund.

Odell moved to ratify the bills from November 17, 2023 and December 8, 2023. Seconded by Gradert. All ayes; motion carried.

5. RECEIVE COMMUNICATION
6. COMMUNICATIONS - CITIZENS
7. STAFF LIAISON

Fiedler stated staffing for the library is at 100%. He stated new employees include Rachel Scholze for the Reference Desk and Jenny Christianson for the Circulation Desk. He stated Jenny is replacing Heather Benninger who moved to the Children's Department. He also stated that Cara Eichelberger had been hired as a shelver.

Fiedler stated Molly Garrett and Fran Donelson are working on the online time sheets and leave request forms.

Fiedler stated shelvers now have their own emails, which allows them to be part of the time sheet process.

8. FRIENDS' REPORT

Fiedler stated the Friends' meeting was held on December 6, 2023. He stated they have agreed to pay 50% of the annual operating costs for Channel 5 for Fiscal Year 2024/2025. He then stated the calendars are available for purchase at the front desk.

Fiedler stated the Friends' group would begin holding its annual meetings in either February or March.

There was discussion concerning the results of the cupcake fundraiser held by the Friends' group.

9. DIRECTORS' REPORT

Fiedler stated that Jane Daufeldt had officially retired from the Board. He stated the application process closes on December 29, 2023, and to date, five applications have been received. He stated one male applicant cannot be considered due to state requirements for gender balance.

Fiedler stated he was not sure how quickly the position would be filled because of the appointment of two new City Council members.

Fiedler stated the second Strategic Planning Committee met on December 12,

2023 and dealt with library aspirations, which included Patron Experiences, Innovation, Community Hub, and Outreach. He stated the group broke down into groups and would meet in January to discuss what they came up with for their aspirations. He then stated the Vision Statement would be tweaked as well.

There was further discussion concerning the library's Strategic Plan.

Fiedler stated the reference desk on the second floor is functional, fully staffed, and the sound booth has been installed.

Garrett stated her reference team is amazing.

Fiedler stated the inter-library loan process has been revamped and is easier to use.

Fiedler stated having the reference desk on the second floor provides another level of supervision. He stated the library had interaction with the MHS school paper, which increased the use of the meeting rooms by students. He stated the activity by the students will probably trickle off, but it is good to see them now.

Garrett stated the patrons are happy to have the reference desk upstairs. She then stated that with the assistance of the circulation staff, the move was much easier.

Fiedler stated VEGA, the new catalog overlay, has been implemented and is a lot more streamlined. He noted patrons will still have access to the classic catalog if they prefer.

Fiedler stated the library's website explains how to reserve meeting rooms, which can be booked out six months in advance.

Fiedler stated the video showing the installation of the sculpture at the roundabout can be seen on Channel 5. He stated it would eventually be lit.

Fiedler stated the Jingle and Mingle event saw quite a few visitors to the library. He stated four staff members worked during the event, and the Friends' group had a table set up.

Garrett stated that Katie made the book tree.

Fiedler stated that Katie and Jenny did a great job decorating the front foyer.

Fiedler stated the city is holding anti-harassment training in January. He stated

he feels the training will be good for both staff and the supervisors.

Fiedler stated his annual review with Tony Loconsole and Steve Truitt took place recently. He stated it does not require Board action; however, the fact his review was held must be reflected in the Board minutes.

Fiedler provided an update on the flagpole installation. He stated the contractor has indicated he is having trouble with his supplier but thinks it should be installed within the next three to four weeks.

Fiedler stated Dan Chapman would be returning to the library on a contractual basis to work with Musser Movies and other programs. He stated he would work approximately four hours a month at \$25 per hour.

#### 10. BOARD TRAINING

##### A. Nothing for December

Fiedler stated that Tony Loconsole had suggested the Board occasionally receive input from the library's various departments for an update on what they are doing.

#### 11. OLD BUSINESS

#### 12. NEW BUSINESS

##### A. Review Proposed Fiscal Year 2025 Budget (to be approved in January 2024)

Fiedler provided an overview of the proposed Fiscal Year 2024/2025 city budget. He stated departments were directed to request a status quo increase of 3%, which he did. He then provided an overview of the funds being requested from Muscatine County.

Fiedler stated the library's proposed budget request is \$1,333,100. He stated the reason for the reduction in personnel costs was because two part-time positions were eliminated. Fiedler stated he would be requesting a current part-time employee be moved to full-time and explained the reason he would be making this request.

Fiedler stated that in previous years, the library had eight full-time employees, which he feels are needed.

Fiedler stated he would be requesting the inclusion of \$10,000 on a recurring basis for the purchase of new furniture each year. He stated \$10,000 is a ballpark figure, especially for commercial grade furniture.

Fiedler then provided an overview of the library's proposed goals and objectives for Fiscal Year 2024/2025 as follows:

- Library Employee Handbook and Standard Procedures (Customer Service)
- Oscar Grossheim Creative Commons Photo Collection - It is the community's collection.
- Outdoor Patio Space - The library is very interested in utilizing this space.
- Wayfinding - Improvements can be made.
- Room Technology - Provide easier usage for the public.
- Soundproofing - An expensive endeavor that could be part of the city's CIP plan. Other funding options could be explored.
- Lighting (Customer Service) - It is very dark on the lower level.
- Technology Future-Proofing (Customer Service) - Replacing equipment before it breaks.
- Annual Report - This would be excellent for the library.

Fiedler stated there is no action required by the Board at this time.

- B. Request to Approve Covering 50% of the Annual Operating Costs for Channel 5 for the Fiscal Year from the Trust (State Library Funding) - \$7,500

Fiedler stated the Friends' group is paying 50% of the annual operation costs for Channel 5, and he is asking that the Board take action to approve covering the remaining 50% (\$7,500) from the Trust (State Library Funding).

Odell moved to approve the request to fund the remaining Channel 5 annual operation costs (\$7,500) from the Trust. Seconded by Comstock. All ayes; motion carried.

- C. Request to Approve 2024 Holiday Schedule

Fiedler stated the Board is being asked to approve the city's 2024 holiday schedule. He pointed out the library would not be closing early on New Year's Eve because it closes at 4:00 p.m. He then explained how employees of the library utilize floating holidays.

Gradert moved to approve the 2024 holiday schedule. Seconded by Knox. All ayes; motion carried.

### 13. ADJOURNMENT

Knox moved the meeting be adjourned at 5:35 p.m. Seconded by Gradert. All ayes; motion carried.

14. NEXT MEETING

A. January 17, 2024