



## City of Muscatine

### **LIBRARY BOARD OF TRUSTEES**

Wednesday, November 15, 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 November 15, 2023 Library Board meeting to order at 4:30 p.m. Present were Kraig Reed, Diana Gradert, Kevin Knox, Mary Odell, Scott Comstock, Steve Truitt, and Diana Boeding (Zoom). Also present were Bobby Fiedler and Molly Garrett.

2. APPROVAL OF AGENDA

Odell moved to approve the agenda for the November 15, 2023 Library Board meeting. Seconded by Truitt. All ayes; motion carried.

3. APPROVAL OF MINUTES

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

4. RATIFY BILLS FOR PAYMENT

Fiedler gave an overview of the library bills.

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

Fiedler then gave an overview of the library funds.

5. RECEIVE COMMUNICATION

6. COMMUNICATIONS - CITIZENS

7. STAFF LIAISON

Fiedler state that Greg is training the new shelver.

8. FRIENDS' REPORT

Fiedler stated the Friends' group met on November 1, 2023. He stated they are planning a cupcake fund fundraiser with the West Hill Cakery. He stated a historical picture of Muscatine would be included with each package of cupcakes, which cost \$30 for a six-pack. He stated the Friends' group would get a small portion of the proceeds. He stated orders will be taken from December 2-9, 2023, and the cupcakes will be available for pickup on December 12-21, 2023.

Fiedler stated the Friends' group might be hosting a performer in February through the Quad Cities Visiting Artist Series.

9. DIRECTORS' REPORT

Fiedler, speaking in reference to the Strategic Planning survey, stated he is waiting to receive a recap of the survey responses and analysis from Wastyn & Associates. He stated that once it is received, he would send it out to the Board for their review. He stated the first meeting of the Strategic Planning Committee will be on November 30, 2023, and the remaining two will be held in December and January.

Fiedler stated the four topics included in the survey were:

- \* Increasing Public Awareness
- \* Fostering Community Connections
- \* Improving Organizational Health
- \*Advocating for Library Values

Fiedler stated the reference desk move took place on Monday morning. He stated the staff was working through the kinks. He stated he would be talking to staff about the move at tomorrow's All Staff meeting to listen to their ideas and concerns. He noted the custodians stated that on Tuesday morning the second floor was cleaner than they had ever seen it. He stated he hopes to hear positives about the move.

Fiedler stated Jane Daufeldt has officially retired from the Library Board due to health reasons. He stated he received her letter of resignation and also had a good telephone conversation with her. He stated she had been great for the library.

Fiedler stated Jane was a big fan of the old library, and he thought the Board could get her a framed picture of the old library as a gift. He stated he could also get her a card.

Fiedler stated the group photo would be taken once Jane's replacement is on board.

Fiedler talked about the staff changes at the library. He stated there is an opening in the Children's Department, which he hopes to fill as soon as possible. He stated there is a current staff member interested in the position.

Fiedler stated the annual library survey was submitted on October 30, 2023. He stated staff members did a lot of work to help put the report together. He stated he can now focus on the budget.

Fiedler stated the library policy changes have been submitted to the city attorney. He stated that once the revised policy is received back from the city attorney, any last minute changes will be made, and it can then be approved by the Board. He stated it should be approved by the first part of next year.

Fiedler stated the library will be implementing VEGA, the catalog overlay, in January. He stated the kinks are still being worked out. He stated the staff are using it now. He noted patrons would have the ability to go back to the old catalog if they choose.

Fiedler stated the budget process is underway. He stated the Muscatine County budget is due December 7, 2023, and department budgets are due to the city on December 12, 2023. He stated that Finance Director Nancy Lueck stated the city would be going with a status quo budget and a 3% across the board increase.

Fiedler stated the library would be presenting its budget to Muscatine County on January 23, 2024. He stated the library would probably be presenting its budget to the city at the end of January or early February. He stated the Board President and Vice President would be asked to attend this meeting. He stated the meeting that day may be a little longer since there are two new City Council members. He stated he would be going over the library's budget at the December Board meeting. He stated it would be submitted for the Board's approval at the January meeting.

Fiedler stated the installation of the artwork would be installed at the roundabout tomorrow. He stated Chad Yocom would be filming it on the Sky-Cam. He stated there would be street closures; however, there would be access to the library.

Fiedler stated the Jingle/Mingle event is December 1, 2023 from 5:30 to 8:00 p.m. He stated activities at the library will be similar to last year and will include

wrapped books, a craft, and music by Emerson Taylor. He stated the Friends' group would also have a table at the event.

Fiedler stated his annual review would be held in December. He stated no Board action would be required; however, he will bring it up under his Director's Report at the January meeting so that it can be included as part of the minutes.

Fiedler then discussed the continuing education credits, which was followed by discussion.

Fiedler, speaking in reference to the installation of the flagpole, stated the issue is apparently with the contractor. He stated he hopes to have an explanation for the delay by the December Board meeting. He then stated the funding for the flagpole expires at the end of the calendar year 2024.

Fiedler stated that Greg Benefiel stated that book sales last week totaled \$125, which is the most that has been sold this fiscal year. He stated Jennifer Howell has been working to keep materials on the shelves.

#### 10. BOARD TRAINING

##### A. Online Traing Opportunity: State Library of Iowa

Fiedler stated the next online training opportunity through the State Library of Iowa is from 6:00-7:00 p.m. on November 30, 2023. He asked Board members to let him know if they needed the link.

Loconsole asked that the link be sent out to everyone. He stated he likes the fact the meetings are being recorded.

#### 11. OLD BUSINESS

#### 12. NEW BUSINESS

##### A. Request to Approve Loan Agreement Between Musser Public Library (the Library) and the Sarah D. Lande Friendship Education Corp (SDLFEC)

Fiedler stated the Board is being asked to approve the agreement between the library and the Sarah D. Lande Friendship Education Corporation (SDLFEC) that basically lays out the requirements for dealing with the China archives as far as lending and borrowing. He stated the State Library will begin the archiving process once the agreement is approved.

Truitt moved the agreement between the library and the SDLFEC be approved. Seconded by Gradert.

Knox asked for an explanation concerning the China archives.

Fiedler stated that in the 1980s, Xi Jinping came to the United States and stayed

with the Landes while in Muscatine. He stated the archives include correspondence, news articles, gifts, and other items that have accumulated through the years.

There was discussion about Xi Jinping's last visit prior to becoming the president of China. There was also discussion concerning Sarah Lande's involvement with China.

Vote - All ayes; motion carried.

13. ADJOURNMENT

Odell moved the meeting be adjourned at 5:14 p.m. Seconded by Knox. All ayes; motion carried.

14. NEXT MEETING

A. December 20, 2023