



## City of Muscatine

### **LIBRARY BOARD OF TRUSTEES**

Wednesday, April 17, 2024

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 Board meeting for April 17, 2024 to order at 4:30 p.m. Present were Steve Truitt, Mary Odell (Zoom), Kraig Reed, Kevin Knox, Nora Dwyer, Diana Gradert, Diane Boeding, and Scott Comstock. Also present were Bobby Fiedler and Greg Benefiel. Molly Garrett was not in attendance.

2. APPROVAL OF AGENDA

Loconsole asked for a motion to approve the agenda as submitted.

Fiedler asked that Chad Yocom's presentation be moved to Item #6 on the agenda.

Gradert moved the agenda be approved as amended. Seconded by Reed. All ayes; motion carried.

3. APPROVAL OF MINUTES

Loconsole asked for a motion to approve the minutes for the March 20, 2024 Board meeting.

Dwyer moved the minutes be approved as submitted. Seconded by Knox. All ayes; motion carried.

4. RATIFY BILLS FOR PAYMENT

Fiedler gave an overview of the bills dated March 22, 2024. He stated that on Page 2 there are items for flight and lodging, and they were for Molly Garrett's recent PLA Conference. He stated the three refunds shown on Page 3 are for lost items that were ultimately returned to the library. Speaking in reference to the LS&S entry, he stated that next month's entry will be approximately \$11,000 and explained why. He stated that on Page 4 there are entries for the purchase of a few more computers for the library. He stated that two of the scanners purchased had to be returned, and there will be entries for replacement scanners in the future. Fiedler stated Owl items were purchased. He stated the bar would be mounted on the white board in this meeting room, as would a television for remote attendance.

Fiedler stated that in the bills dated April 5, 2024, you will see a charge for leadership training for Emerson Taylor. He stated this training is required by the city. Fiedler stated the kitchen play set, which is for the Children's Department, will be paid through the Trust Fund. He stated the bills also showed the purchase of another computer.

Fiedler then gave an overview of the Trust Funds with a more detailed explanation for Dwyer's benefit.

Truitt moved to ratify the bills dated March 22, 2024 and April 5, 2024. Seconded by Comstock. All ayes; motion carried.

5. RECEIVE COMMUNICATION

6. COMMUNICATIONS - CITIZENS

Fiedler introduced Chad Yocom who would be giving a Channel 5 presentation.

Yocom thanked everyone for the opportunity to talk about Channel 5.

Yocom showed a video about how Channel 5 started and how it progressed to become part of the library.

Yocom stated Channel 5 can be accessed by phone apps and includes access to the roof cam 24/7.

Yocom showed the New Contact Creation from April 1, 2020 to March 31, 2024. He stated Channel 5 has almost 1,500 programs. He stated that New Content from April 1, 2023 to March 31, 2024 shows 385 new shows have been added.

Yocom then explained Video-on-Demand.

Yocom then showed the devices where the Channel 5 app is available.

Yocom presented a chart entitled MPW Cable Monthly Average from October 1, 2022 to March 31, 2024. He stated the chart marks the growth of Channel 5. He then shared the MPW Cable Weekly Metric. He ended his presentation with a chart entitled Channel 5 Server (Cablecast) Internal Audience Engagement Tracking.

Yocom stated there is a lot more activity that can be tracked but he wanted to keep his presentation brief.

Boeding asked Yocom about his employment with the city.

Yocom stated he had previously worked for the city's Housing Department but that his background is in television.

Yocom showed how SkyCam can be accessed on a Smart Phone.

Boeding asked if the camera rotates, and Yocom answered yes. He stated the picture quality is great.

Fiedler stated that Yocom is a one person show and is amazing when you think about the amount of content put out on Channel 5. He stated Channel 5 is a unique library service.

Fiedler talked about sharing what Channel 5 has to offer with other libraries and the State Library Association. He stated the quality of Yocom's work is extraordinary.

Yocom stated Channel 5 opens up a lot of opportunities for the library.

Loconsole stated the technology is awesome.

Dwyer stated it is nice to see how the library works in concert with the city. She stated she feels Channel 5 is a hidden gem within the library and further feels it would be great if more people knew about it.

Knox asked if people approach the library with ideas for Channel 5, and Yocom answered yes. He stated Fiedler has come up with a form for production requests.

Yocom stated he is working with the Art Center on the Japanese Garden and has received a request from the Fire Department.

Dwyer stated she appreciates Yocom's efforts.

Fiedler ended by saying there is never a shortage of ideas.

7. STAFF LIAISON

Benefiel stated the State Library Association has appointed Emma Stoffer, a Reference Librarian, as a selector of non-fiction books for the Bridges Consortium. He stated it was nice to see the recognition from the state.

8. FRIENDS' REPORT

Fiedler provided a Friends report. He stated they have approved funding of \$3,000 for the Summer Reading Program and \$240 for t-shirts. He stated their priority right now is increasing membership. He stated he feels this is the right direction for them right now.

There was discussion on ways to make the Friends' group more visible.

9. DIRECTORS' REPORT

Fiedler stated there is approximately \$30,000 left in the library's current fiscal year budget due to personnel changes. He stated this money would fund his travel expenses to the ALA Conference as well as the LS&S expenditure of \$11,000 coming up.

Fiedler stated that as part of the strategic plan and the library's goals and objectives, the library is going to try and soundproof this meeting room since it is used so much. He stated that if soundproofing works in this room, it may be something we can do in the long term throughout the rest of the library. He stated this is a beautiful building, but it is hard to keep sound contained. He stated that per city policy, three quotes are required and that he is currently working with different vendors. He wants soundproofing that fits the decor of the building. He stated he hopes to come back with a recommendation at the May Board meeting.

Fiedler stated Emerson Taylor is working with his staff on the Summer Reading Program, and he will be making a presentation at the Board's May meeting on the planned activities.

Fiedler stated Molly Garrett would be making her PLA presentation at the May meeting as well.

Fiedler stated the annual Enrich Iowa Agreement has been received and signed by him. He explained what the agreement entails.

Fiedler stated the state has repealed the gender balance requirement for boards and commissions. He stated this change does not really impact the Library Board.

10. BOARD TRAINING

A. Chad Yocom - Channel 5 Presentation

This presentation was moved to Item 6 on the agenda.

11. OLD BUSINESS

A. Request Approval to Change Date of Closure for Staff In-Service Day to May 3, 2024

Fiedler stated he is requesting that the Board approve the date change for the staff in-service day to May 3, 2024. He gave a quick review of what would be happening that day.

Dwyer moved to approve the request to change the date of the library closure for the staff in-service day to May 3, 2024. Seconded by Odell. All ayes; motion carried.

12. NEW BUSINESS

13. ADJOURNMENT

Trutt moved the meeting be adjourned at 5:25 p.m. Seconded by Gradert. All ayes; motion carried.

14. NEXT MEETING

A. May 15, 2024