



## City of Muscatine

### **LIBRARY BOARD OF TRUSTEES**

Wednesday, January 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 January 17, 2024 to order at 4:32 p.m. Present were Mary Odell, Kevin Knox, Kraig Reed, Scott Comstock, and Diana Boeding. Steve Truitt and Diana Gradert had excused absences. Also present were Bobby Fiedler, Molly Garrett, and Greg Benefiel.

2. APPROVAL OF AGENDA

Odell moved to approve the Library Board agenda for January 17, 2024. Seconded by Reed. All ayes; motion carried.

3. APPROVAL OF MINUTES

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

4. RATIFY BILLS FOR PAYMENT

Fiedler gave an overview of the bills for payment as well as the trust funds.

Knox moved to ratify the bills for December 22, 2023 and January 5, 2024. Seconded by Reed. All ayes; motion carried.

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

Benefiel commented that the library is now fully staffed.

8. FRIENDS' REPORT

Fiedler stated the Friends' group did not hold its January meeting. He stated they would be holding their first annual meeting on March 6, 2024 beginning at 12:30 p.m. in Room 301. He stated the meeting would be open to the public.

Loconsole asked about the results of the cupcake fundraising event. Fiedler stated it was his understanding they did not have a big response; however, the West Hill Cakery did a great job.

9. DIRECTORS' REPORT

Fiedler stated the posting for the Board vacancy closed on December 29, 2023. He stated the appointment committee would be meeting sometime in February to review the applicants. He then stated he feels Nora Dwyer is a good candidate for the Board and explained why.

Fiedler stated the last Strategic Planning session is tomorrow from 9:00 a.m. until noon. He stated he does not know the time frame for the final action plan but feels it will not take too long. He stated he would forward it to Board members once he receives it. He stated it would be a good guidepost for the library.

Loconsole stated he is looking forward to tomorrow's meeting. He stated it was going to be great to cross the finish line.

Fiedler stated the Goodwill would like to form a partnership with the library for the public. He stated they would like the library to provide the facilities, and we are on board with their request. He stated they have provided a Memorandum of Understanding (MOU) for the library to sign. He stated it basically states that the library agrees to help the Goodwill by providing the space, providing computers, and helping patrons when needed. He stated no library staff would be involved. He stated the MOU is not really a binding agreement. He stated that if the Board is okay with the agreement, he could sign it now, or it can be placed on the agenda for the February meeting.

Molly stated Goodwill will handle all the marketing.

Loconsole stated he feels this activity falls in line with the Strategic Plan. He

stated if there is a consensus, it can be signed tonight.

Reed asked where the activities will take place.

Fiedler stated they may take place on third floor because of the open space and because it is more inviting. He stated the library might consider purchasing a couple computers for the third floor.

It was the general consensus of the Board to sign the document at today's meeting.

Fiedler stated a donation had been received for the Trust in the amount of \$736.35.

Loconsole asked if thank you cards are sent out, and Fiedler answered yes.

Fiedler stated the library's budget presentation will take place on February 3, 2024, and the county presentation is next week. He stated Steve will be attending the meeting but that Tony may not be able to make it. He asked those interested in attending to contact him. He noted there is no pressure to attend. He noted the new Councilmembers will be in attendance.

Fiedler stated the library currently has agreements with four Illinois townships to provide library services. He stated that Eliza Township has not paid the fee for the current fiscal year and may not want to pay for the new fiscal year. He stated he has been having trouble contacting the library. He stated their fee is approximately \$2,300 a year. He stated he will keep everyone updated on his progress.

Loconsole stated it was his understanding they owe \$2,300, and Fiedler stated he was correct. Loconsole stated he feels they should honor the current contract.

There was further discussion concerning the agreements with the townships and the value of the services.

Fiedler stated that Tony had suggested presentations be given to the Board by the various library departments for informative purposes. He stated presentations will be given by Kathy Kuhl at the February meeting, Emerson Taylor the March meeting, and Chad Yocom the April meeting.

Loconsole stated he feels the presentations will be good for everyone.

Odell stated she thought there was an opportunity for Board training.

Fiedler stated he would look into it and send the information out to everyone.

10. BOARD TRAINING

- A. Scheduling Department Presentations for the February through April Meetings

11. OLD BUSINESS

- A. Request to Approve Proposed Fiscal Year 2024/2025 Budget for the City and County

Fiedler stated he had given an overview of the library's proposed budget for Fiscal Year 2024/2025 at the December meeting and that nothing had changed. He stated he had requested a 3% increase as directed by the city and requested 3% from the county as well. He stated the library has realized a savings in personal services due to personnel changes; however, that might change during the upcoming fiscal year if a part-time position becomes full time. He stated there is no guarantee that will happen. He then noted there are increases and decreases to the library's budget as reflected in Form 6.

Reed asked if an increase to a full-time position was needed.

Fiedler stated there is a need for the full-time position. He stated the employee now works at the Reference Desk, and she handles all the materials that come into the library, which is a large volume. He noted the employee is currently working on her Masters in Library Science. Fiedler stated that two years ago, the staff at the library was reduced to seven full-time employees, and he would like to see it back to eight.

Loconsole asked Fiedler if he had advocated the position to the city, and Fiedler answered yes, noting that both Carol Webb and Nancy Lueck were on board with the proposed change.

Boeding asked if Katie Roquet helped with the math moms, and Garrett answered yes.

Fiedler stated he was requesting to utilize \$5,000 from the computer rollover fund to replace equipment for Channel 5. He stated those funds are currently taken from the Trust Fund. He further stated that he hopes requesting this expenditure will help legitimize Channel 5 in the city's eyes.

There was further discussion concerning expenditures for Channel 5.

Reed moved to approve the proposed Fiscal Year 2024/2025 budget. Seconded by Comstock. All ayes; motion carried.

B. Request to Approve New Library Policy as Amended by City Attorney

Fiedler then provided an overview of the library policy. He stated it was submitted to the City Administrator and City Attorney a couple of months ago for their review. He then went over the items highlighted in the policy. He stated that Chapter 2.6 pertaining to inclement weather clarifies how hours will be made up if the library is forced to close.

Garrett suggested wording that states no staff or patrons should be in the building if it is closed unless authorized by a supervisor.

Fiedler noted that verbiage was added at the end of the document stating that review of the policy will be held on a rotating basis in order to maintain a more updated policy.

Odell moved to to approve the library policy as reviewed by Fiedler. Seconded by Reed. All ayes; motion carried.

12. NEW BUSINESS

There was brief discussion concerning the installation of the flagpole, which has been delayed by personal issues experienced by the contractor.

13. ADJOURNMENT

Comstock moved the meeting be adjourned at 5:27 p.m. Seconded by Knox. All ayes; motion carried.

14. NEXT MEETING

A. February 21, 2024