



## City of Muscatine

### **LIBRARY BOARD OF TRUSTEES**

Wednesday, May 15, 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 meeting to order at 4:30 p.m. Present were Steve Truitt, Scott Comstock, Diana Gradert, Diana Boeding, Mary Odell, Kraig Reed, Kevin Knox, and Nora Dwyer. Also present were Bobby Fiedler, Molly Garrett, and Greg Benefiel.

2. APPROVAL OF AGENDA

Fiedler asked that the Board allow Emerson Taylor to make his presentation under Item #7 of the agenda.

Odell moved to approve the April 15, 2024 Board agenda. Seconded by Reed. All ayes; motion carried.

3. APPROVAL OF MINUTES

Dwyer moved to approve the minutes for the April 17, 2024 Board meeting. Seconded by Truitt. All ayes; motion carried.

4. RATIFY BILLS FOR PAYMENT

Fiedler, referencing the bills dated April 19, 2024, stated that on Page 2 are the charges for his airfare and registration for the ALA Conference. He stated the trust fund shows the standard costs for the Channel 5 operations and the computer fund shows the purchase of a television for Room 104 for the hybrid meetings.

Fiedler stated the bills for May 3, 2024 show the cost for advertising in the Greater Muscatine Chamber of Commerce's magazine.

Loconsole stated the ad looks good.

Fiedler said that on Page 2 there is a large expenditure for LS&S. He stated the payments get bigger toward the end of the year as the money is spent down. He stated that under the trust funds, there is an expenditure for Summer Reading Program prizes, which are paid for by the Friends' group.

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

Truitt moved to ratify the bills for April 19, 2024 and May 3, 2024. Seconded by Gradert. All ayes; motion carried.

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

Benefiel stated that Katie Roquet is leaving the library.

Fiedler stated that hopefully the position will be posted tomorrow.

Fiedler announced that Emerson Taylor was present to talk about the library's Summer Reading Program that begins in June.

Taylor stated he has been visiting elementary schools over the last two weeks to present the Summer Reading Program to teachers and students. He stated that the theme of this year's Summer Reading Program is Adventure Begins at Your Library.

He stated there is a 10-hour library book reading challenge, with prizes awarded for every hour a child reads. He named some of the prizes to be handed out. He then went over the four library challenges, noting they center around what our community has to offer. He stated he tried his best to work with all the businesses in town. He stated that badges would be awarded for each challenge that is completed.

Dwyer asked if the program would take up a bulk of the summer, and Taylor stated it starts at the beginning of June and runs to the end of July. Taylor then gave a breakdown of what would be happening each week.

Taylor stated the staff has tried to include more activities for teens. He gave

Mixology as an example, which will be in conjunction with the Black Pearl Cafe. He noted the pool party would be at the end of the program.

Taylor stated the bubble cannons are being brought back this year. He stated that last year's event had approximately 500 people in attendance.

Loconsole stated he loves seeing all of the activities and especially liked the Mixology activity.

There was discussion about the issuance of library cards to students and somehow offering assistance to students to enhance their speaking skills.

Taylor stated there are not a lot of activities offered at the end of July because many families are beginning their summer vacations.

#### 8. FRIENDS' REPORT

Fiedler stated the Friends' group met on May 8, 2024. He stated 100 blue totes were ordered and would be sold for \$5 each.

Fiedler stated the group talked about setting up tables at library events for more visibility.

Fiedler stated Taylor attended the meeting and provided them with an update on the Summer Reading Program. He stated the group contributed \$3,000 to the Summer Reading Program.

#### 9. DIRECTORS' REPORT

Fiedler reminded Board members about the slate of officers selection and confirmation in June for the next fiscal year. He stated that normally everyone just shuffles up unless someone is interested in serving. He stated the Board is required to approve the new officers.

Fiedler, reiterating what Benefiel had stated earlier in the meeting, stated Katie Roquet has taken a job at Sycamore Printing and her final day is May 24, 2024. He stated she had put together some nice programs at the library and that we wish her the best. He noted the position would now be posted.

Fiedler stated the in-service day held earlier this month was a great event. He stated that Molly Garrett put the structure of the day together. He stated staff members broke into groups and visited area libraries, which included Coralville, Bettendorf, Moline, and Davenport Main. He stated that during lunch,

employees shared what they learned from the other libraries. He stated lunch was followed by circulation training by Greg Benefiel. He stated the purpose of the training was to make circulation more accessible to all employees, especially in the children's area. He stated the day ended with Spark Talk, which gave everyone an opportunity to share their ideas for the library.

Garrett stated Davenport Main was very excited about our activity.

Fiedler stated the playset and kitchen have been installed in the children's area.

Fiedler then talked about the installation of the flagpole. He stated the flagpole was damaged and is not useable. He stated Building & Grounds Supervisor Stan O'Brien is going to find another supplier and the contractor will install it. If the contractor is not able to install it, someone else will be found to do it. He stated the Board does have the option of canceling the installation of the flagpole.

Reed asked about the cost, and Fiedler stated Building & Grounds would cover the cost.

Fiedler stated the AARPA funds were committed, and the project is to be completed by the end of this calendar year.

Suggestions were made about possible vendors in the Quad Cities, and Fiedler stated he would forward the information to Stan O'Brien.

Fiedler stated the Arts Council's concerts are occurring again this year. He stated Chad Yocom will be filming the events and a staff member will be present to make sure the building is open to the public for access to the restrooms.

Fiedler stated Norma Lewis, a long-time library patron, has donated \$5,000 to the library with the stipulation \$2,500 be used by the Children's Department and the remainder for the purchase of books.

#### 10. BOARD TRAINING

- A. No Training in May

#### 11. OLD BUSINESS

#### 12. NEW BUSINESS

- A. Request to Approve Zilenzio Room #104 Soundproofing Option #1 for a Total of \$22,579.48  
Loconsole read the request as submitted.

Fiedler stated three quotes were received. He gave an overview of the quotes from the information included in the Board packets. He then explained why he is recommending Zilenzio for the soundproofing.

Fiedler stated he was recommending Configuration #1. He stated the Board would have the funding if they choose to go with Configuration #2.

Fiedler stated that soundproofing ties in with the goal of bringing more people into the library. He stated it was too expensive to soundproof the entire library and stated that if this project is effective, other parts of the library could be done over time.

Gradert asked if the three firms had come to the library.

Fiedler stated they did not, but that he had sent pictures of the room and they each provided three-dimensional renderings. He noted he had provided detailed information to each of the vendors.

Odell stated she found it interesting they did not come and physically look at the library.

Lonconsole stated the renderings are very close.

There was discussion concerning the difference between the three options from Zilenzio and the color options.

Oldell stated she feels #1 is the best option.

Fiedler stated he favored #3 but it was more expensive. He noted #2 would be nice as well.

Fiedler stated we won't know if the soundproofing meets our expectations until after its installation.

Odell asked if #3 would be better or is it just a different look, and Fiedler stated it was just a different look.

Garrett, using her laptop, showed Board members the three different options.

Loconsole stated the prices for the soundproofing were \$22,579 for Option #1, \$24,241 for Option #2, and \$29,021 for Option #3.

Dwyer asked Fiedler about his preference.

Fiedler stated that from a personal perspective, his preference was #2; however, from a Board perspective, his preference was #1. He then gave an explanation of the materials in each of the options. He stated the soundproofing would be more conducive for the hybrid meetings. He noted the building is a challenge where soundproofing is concerned.

Garrett asked if further soundproofing could be added on, and Fiedler answered yes.

Dwyer stated she felt Option #1 would be the best choice.

Loconsole stated he felt Option #1 would make sense.

Knox stated he felt the soundproofing was worth a try.

Gradert stated she did have issues with them not coming to the library. She added, however, that something does need to be done about soundproofing the building.

Fiedler stated another option would have been baffles, but they cannot be installed because of the fire suppression system.

Garrett stated Room 104 is going to be a challenge; however, if the soundproofing is successful, it could be used in other areas of the library.

There were further concerns expressed about the companies not visiting the library.

Fiedler stated he selected Zilenzio for its aesthetics.

Benefiel asked if Zilenzio had anything nearby that the library staff could visit, and Fiedler stated there was nothing close.

Loconsole asked for a motion to approve Option #1 from Zilenzio for soundproofing Room #104 in the amount of \$22,579.48.

Odell moved to approve the request as submitted. Seconded by Reed.

Boeding recused herself from voting due to her affiliation with the selected vendor.

Vote - All ayes; motion carried.

B. Request to Approve Three-Year Strategic Plan as Developed by Wastyn & Associates

Loconsole read the request as submitted.

Fiedler stated he wanted to provide a recap of the Strategic Plan prior to its approval. He identified the members of the Strategic Planning Group, who worked to break the plan down into three different categories. He stated those three categories were Welcoming, Innovates, and Community.

Dwyer left the meeting at approximately 5:15 p.m.

Fiedler went through the Welcoming category, which included accessibility, functionality, adaptability, and inclusivity as its initiatives.

Reed left at approximately 5:36 p.m.

Fiedler then went over the Innovates category, which included the following:

- \* Develop innovative systems that benefit patrons and staff
- \* Engage the community through contemporary communication
- \* Invest in the library's future through staff education and training

Fiedler then went over the Community category, which included the following:

- \* Develop the library's collections to better reflect the community
- \* Embed the library in the community
  - \* Promote green initiatives and create learning opportunities that model sustainability
- \* Create programming to bring people together at the library

Fiedler stated that Molly Garrett put a lot of work in helping put together this Strategic Plan. He thanked all of those who participated in the process.

Fiedler asked if there was any input from the Board.

Odell asked how staff liked working with Wastyn & Associates.

Fiedler stated that the planning process was a good experience; however, he feels it could be done in-house the next time.

There was discussion about working with the United Way as well as improving literacy in the community.

Loconsole stated communicating is something the library could do better. He stated that he likes the idea of an annual report and stated he felt transparency is important.

Odell stated she was impressed with the plan.

Loconsole stated the plan has a lot of good structure and that he was glad it was done. He also stated he would like to see the development of the patio area. He stated there is so much potential on that corner.

Truitt moved to approve the Three-Year Strategic Plan as submitted. Seconded by Gradert. All ayes; motion carried.

Odell moved the meeting be adjourned at 5:53 p.m. Seconded by Truitt. All ayes; motion carried.

13. ADJOURNMENT

14. NEXT MEETING

A. June 19, 2024