



City of Muscatine

LIBRARY BOARD OF TRUSTEES

Wednesday, December 18, 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. Board members present were Scott Comstock, Steve Truitt, Kevin Knox, Diana Boeding, Nora Dwyer, and Diana Gradert. Kraig Reed and Mary Odell had excused absences. Also present were Bobby Fiedler, Molly Garrett, and Greg Benefiel.

2. APPROVAL OF AGENDA

Gradert moved to approve the agenda. Seconded by Comstock. All ayes; motion carried.

3. APPROVAL OF MINUTES

Dwyer moved to approve the minutes for November 20, 2024. Seconded by Truitt. All ayes; motion carried.

4. RATIFY BILLS FOR PAYMENT

There was discussion concerning the November 22, 2024 bills. Items discussed were the remainder of the ILA conference fees, including restaurants and parking, new kiosks, and city training for Jenny Howell and Becca Fillmore.

The bills for December 6, 2024 included the Performer Showcase that Becca Fillmore and Emerson Taylor attended.

Truitt moved to ratify the bills for November 22, 2024 and December 6, 2024. Seconded by Knox. All ayes; motion carried.

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

Staff will be taking time off for the holidays.

8. FRIENDS' REPORT

Fiedler state the Friends' annual membership meeting will be in March 2025. He stated they are hoping to have a mini golf fundraiser in February.

Dwyer talked about connecting with a health fair and potentially using a "blender bike" if the Friends ever decide to do an e-bike for delivery. Fiedler welcomed the suggestion and said he would pass it along. A general discussion of book mobiles was had by the Board.

9. DIRECTORS' REPORT

Fiedler provided an overview of his Director's Report which included the following:

Jingle Mingle Update:

Over 1,100 people visited the library during the Jingle Mingle/Holiday Stroll on December 6, 2014. The Friends group had a table set up and the Children's Department provided crafts.

Holiday Closures:

The library will be closed December 24-25, 2024 for the Christmas Holiday and will be closing at 3:00 p.m. on New Year's Eve (unpaid) and will be closed New Year's Day (paid).

Annual Budget:

The library is requesting \$138,135 from Muscatine County for the FY 2025/2026 budget and \$1,376,900 from the City of Muscatine, which includes the annual contributions from the three contracting townships in Illinois. This represents a 3.9% increase over the FY 2024/2025 budget.

Board Terms & Contact Information:

The terms for Loconsole and Truitt will be up for renewal on June 30, 2025.

Patio/Reading Garden Project:

An overview was given about the proposed project and how it should proceed.

Speaking in reference to the objectives to be accomplished, which was included as part of the budget information provided by Fiedler, Dwyer asked if the items in parenthesis were related to something. Fiedler stated they are the city's goals.

Fiedler, referencing the Performance Measures, talked about the decrease in the database usage. His theory is that databases were being used more during the covid pandemic. Dwyer asked if databases could be access remotely and was told that most are available remotely. Fiedler stated Ancestry and Newspapers.com are not available remotely. Fiedler stated the library will also be adding Comics Plus, which will allow access to over 30,000 comics. Loconsole commented on the upward trend for young adult/teen, adult programming, and attendance. He stated he was excited to see this happening.

Looking at Form 10, Fiedler noted that Form 10 Request for Capital Outlay is not often used for the library. He stated he is hoping the city will have the money to assist with the patio project.

Speaking in reference to Form 12, Fiedler stated this form looks at what would happen if there was a decrease in the budget. He stated it is broken down on the form and is a starting point if it needs to happen. He stated the Board will have the final say in what items would be cut if needed.

There was discussion concerning the Channel 5 position, which has not yet been posted. It is unlikely that it will be posted anytime soon.

Fiedler stated the patio project has been moved to Request for Qualifications. He stated proposals will be submitted. He then stated that after the proposal has been selected by the Board, the project will move forward and a committee will be put together to establish funds. He stated this project has also been submitted to the Community Foundation's grant writer.

Fiedler stated the Board terms are listed in the packet. He stated two board members (Loconsole and Truitt) will be up for renewal in June.

10. BOARD TRAINING

- A. No Board Training for December

11. OLD BUSINESS

- A. Request to approve change order 1 in the amount of \$5,293.57 to add (2) Coin & Bill Acceptors to the new Envisionware kiosks.
Comstock moved to approve the request as submitted. Seconded by Gradert.
All ayes; motion carried.

12. NEW BUSINESS

A. Request to approve calendar year 2025 closure dates

Fiedler stated the only change from the previous year is to close at 5:00 p.m. instead of 9:00 p.m. on the Wednesday prior to Thanksgiving.

Truitt moved to approve the calendar year 2025 closure dates. Seconded by Dwyer. All ayes; motion carried.

13. ADJOURNMENT

Gradert moved the meeting be adjourned at 5:32 p.m. Seconded by Truitt. All ayes; motion carried.

14. NEXT MEETING

A. January 15, 2025