



## City of Muscatine

### **LIBRARY BOARD OF TRUSTEES**

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

2. APPROVAL OF AGENDA

Truitt moved to approve the agenda. Seconded by Reed. All ayes; motion carried.

3. APPROVAL OF MINUTES

Dwyer moved to approve the minutes for the June 19, 2024 Board meeting. Seconded by Gradert. All ayes; motion carried.

4. RATIFY BILLS FOR PAYMENT

Fiedler, referencing the bills dated June 21, 2024, stated that on Page 2 there is an expenditure totaling \$300 for spoon carving. He stated this was for the wood carving class held in the spring, which will probably be held again this fall.

Dwyer asked Fiedler about the purchase of animal traps, and Fiedler stated the live traps were for catching mice in the library.

Fiedler stated that on Page 3 is the last expenditure for LS&S for fiscal year 2024.

Fiedler then gave an overview of the trust. He stated the expenditure for Raygun was for the Summer Reading t-shirts, which was reimbursed by the Friends' group.

There was discussion about offering library merchandise for purchase.

Fiedler stated the expenditure for Reliable Network Solutions was for repair of the Skycam, which is now operational.

There was discussion concerning the purchase of prizes for the Summer Reading Program.

Fiedler, referencing the bills dated July 1, 2024, stated the library is trying to get all annual costs paid at the beginning of each fiscal year. He stated that the entries for Envision Ware and Zoobean, found on Page 1, are two such expenditures.

Fiedler, speaking in reference to the expenditure for Rick Brammer, stated this was for the bubble cannon. He stated the event was canceled this week due to inclement weather and, hopefully, will take place in early September.

Fiedler, speaking in reference to the entry for Mikayla Oz, stated the library is now doing larger performances in two sessions.

Fiedler stated the entry for the Westhill Cakery was for a teen event.

Fiedler stated the General Fund, the Trust Fund, and the Computer Rollover Fund are all in good shape.

Fiedler stated the Friends' group would begin providing their fund balance on a monthly basis.

Truitt moved to ratify bills for June 21, 2024 and July 1, 2024. Seconded by Reed. All ayes; motion carried.

5. RECEIVE COMMUNICATION
6. COMMUNICATIONS - CITIZENS
7. STAFF LIAISON
8. FRIENDS' REPORT

Fiedler provided highlights of the recent Friends' meeting. He stated the group is currently working on updating its by-laws, which are very old. He stated they

are looking at ways to promote the Friends' group. On that note, he stated they would have a table at the "Almost Friday" events.

Fiedler stated the group would be holding a small-scale pilot book sale in October in Room 301 of the library. He stated the book sales are a lot of work, but the group wanted to see how it would go.

Dwyer asked when they met, and Fiedler stated meetings are held the first Wednesday of the month at noon in Room 202 of the library.

Fiedler stated they are looking to host a visiting artist through the Quad Cities Visiting Arts Group that is not music-related.

#### 9. DIRECTORS' REPORT

Bobby, speaking in reference to the services provided by Unique Management, stated they are doing a really great job. He stated that last year the library paid them approximately \$3,500 in fees and got back approximately \$11,307 in fines and lost books. He stated there are minimal complaints from patrons.

Dwyer asked about the process, and Fiedler stated he would send that information to her. He did provide a brief description of their services.

Fiedler then talked about the ALA Conference he recently attended in San Diego. He stated it was a huge conference with approximately 25,000 people in attendance. He stated there were approximately 2,000 different sessions. He stated he went to see the bigger speakers and also learned about AI. He stated the speakers he listened to were Trevor Noah, Connie Chung, Ali Velshi, Kwame Alexander, Max Greenfield, and The Blind Woodsman.

Fiedler spoke about The Blind Woodsman who was blinded when he attempted suicide at the age of 16. He stated that he got into vocational therapy and started woodworking. He stated it was an inspirational story.

Fiedler stated he would be purchasing the books of the speakers he saw.

Fiedler stated that other sessions focused on AI. He stated he also learned about preserving library collections virtually so that patrons can experience them anywhere via VR.

He thanked the Board for supporting the library staff.

Fiedler stated the issue with Muscatine Power & Water is still under investigation.

Fiedler stated that Stan O'Brien from Building & Grounds has one quote for the installation of the flag pole and is waiting for two more.

Fiedler stated Building & Grounds is still working on the repair of the east door. He stated there was an issue between two companies about who is responsible for fixing the door.

Fiedler stated that City Administrator Carol Webb announced her resignation. She has taken a position in Marshalltown to be closer to her family. He stated the city is working on the hiring process and will be appointing someone in the interim.

There was discussion concerning the library's monthly report.

Fiedler ended by stating that staff has done a really great job with the Summer Reading Program, which is winding down.

Fiedler stated

10. BOARD TRAINING

- A. No Board Training in July

11. OLD BUSINESS

- A. Request to Approve Staff Proposal to Begin Library Card Signup Program for Students During Muskie Connect Nights at Madison Elementary School

Loconsole read the request as submitted.

Fiedler stated that library employee Rachel Scholze spearheaded this proposal, which is included in the agenda packet. He stated the proposal would allow parents to decide if they want their child(ren) to have library cards. He stated Rachel and another employee would be at Muskie Connect Night to assist students who want to get library cards. He stated the first event would take place at Madison School.

Loconsole stated he feels this is a great opportunity and proposed that Franklin School be next and explained why.

Fiedler stated he is asking for the Board's approval so that the library can move forward with the proposal.

There was further discussion concerning the proposal.

Reed moved to approve the request as submitted. Seconded by Truitt. All ayes; motion carried.

12. NEW BUSINESS

A. Request to Approve New Archival Collection Policy

Loconsole read the request as submitted.

Fiedler stated there is nothing in the library's policy concerning archival collections. He stated that after talking with Molly Garrett and Jenny Howell, he felt this should become part of the library policy. He stated Molly Garrett put the policy together to encompass our own special collections. He stated it would help determine what collections would or would not be accepted.

Loconsole asked if this policy is something the library consortium might have.

Garrett stated the policy is just based on our library's current needs. She stated the Davenport library has a huge archival collection. She stated we need to determine what collections we want.

Loconsole stated it would be great to have this policy to fall back on.

There was further discussion on the types of collections that would be accepted.

Gradert moved to approve the request as submitted. Seconded by Knox. All ayes; motion carried.

B. Request Approval to Cancel August 21, 2024 Board Meeting

Loconsole read the request as submitted.

Fiedler stated the Board can take one month a year off, and he feels August would be a good month to do so. He asked the Board to let him know if they would have another preference.

Truitt moved to approve the request as submitted. Seconded by Reed. All ayes; motion carried.

13. ADJOURNMENT

Reed moved the meeting be adjourned at 5:30 p.m. Seconded by Truitt. All ayes; motion carried.

14. NEXT MEETING

A. September 18, 2024