



City of Muscatine

LIBRARY BOARD OF TRUSTEES

Wednesday, November 20, 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

Loconsole called the meeting to order at 4:30 p.m. Present were Tony Loconsole, Scott Comstock, Steve Truitt, Kevin Knox, Mary Odell, Diana Boeding, Nora Dwyer, Diana Gradert, and Kraig Reed. Also present were Bobby Fiedler, Molly Garrett, Peggy Gordon, and Tony Kies.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

Dwyer moved to approve the minutes of October 16, 2024. Seconded by Odell. All ayes; motion carried.

4. RATIFY BILLS FOR PAYMENT

Fiedler provided an overview of the funds for the library. There is 61% remaining for the current fiscal year. The current balance for the computer fund is somewhat inflated and does not show the purchase of the new kiosks. UPS uninterrupted power supply was purchased after replacement was necessary due to a brownout in November.

Fiedler discussed the bills from October 18, 2024. Notable were the ILA costs, mostly covered by the Friends of the Library. He continued with the bills for November 8, 2024.

Truitt moved to ratify the bills for October 18, 2024 and November 8, 2024. Odell seconded the motion. All ayes; motion carried.

5. RECEIVE COMMUNICATION

No received communication.

6. COMMUNICATIONS - CITIZENS

No citizens.

7. STAFF LIAISON

No liaison.

8. FRIENDS' REPORT

Friends' were asked to be a part of the Muscatine Cultural Alliance and attend a luncheon organized by Melanie at the Art Center. The Friends' submitted an item for the silent auction, and it was purchased. The Book Sale received about \$1,400. It also saw new membership.

9. DIRECTORS' REPORT

Staff Positions and In-Service:

Emma Stoffer has accepted an offer for a full-time reference position. She will be working at the Reference Desk per usual as well as devoting more time to Collection Development and Local History/Genealogy. Emma is nearing completion of her M.L.S. from Indiana University and once she graduates this year, will bring the total number of library staff with Master's degrees to three. Additionally, the Channel 5 Videographer position will now be a 28-hour permanent part-time position. We will be advertising for this position shortly.

Library staff attended our Fall In-Service at the Iowa City Public Library on November 8, 2024. They took a tour of Special Collections at the University of Iowa, had a presentation from John Kenyon, executive director at Iowa City UNESCO City of Literature, and toured the Iowa City Public Library to identify services that we could potentially implement at Musser.

Channel 5:

Chad Yocom no longer works for the library and as mentioned we will be advertising for his replacement soon. At this time we are currently working through some technical issues with the C5 equipment and once we have everything squared away, we will open that position to applicants. Channel 5 will continue to be a part of library services and as soon as we have a new person on board, we will resume creating new programs as well as recording live programs for the community.

Staff/Council Goal Setting Session:

Last Tuesday, city department heads met as a group to discuss individual department goals and objectives and then on Wednesday met with the City

Council and Mayor to present and review those goals. The Council set their main priorities as "Live", "Work", "Play", and "Other", and staff were tasked with developing goals and action plans that fell under those categories. The session planner, Mandy Parchert, and Interim City Administrator Kies are compiling the results of those meetings and I will share those as soon as they are available. The bulk of the library's goals fall under our recent three-year Strategic Plan that was shared earlier this year. Our three areas of focus at the library are Patron, Innovation, and Community Initiatives. Last week I shared copies of our Strategic Plan with the City Council and the County Board of Supervisors.

Annual Budget:

On Friday, November 8, 2024, the departmental annual budget planning forms were distributed, so that process is officially starting for FY26. Revised and estimated personnel costs were due November 18, 2024. The county budget request is due December 5, 2024, and the city budget request is due December 13, 2024. I will then meet with Nancy and Tony to review our requests and make any necessary changes and then will submit it to the Board at the January meeting for final approval. At the December 18, 2024 Board meeting we will review the preliminary budget requests. Because of the timing, the Board will formally approve the county request at the December meeting.

Building Updates:

On Friday, November 8, 2024, and Saturday, November 9, 2024, the maintenance staff cleaned the carpets in the building with a particular focus on Children's and did an outstanding job. This is an annual maintenance item and typically coincides with our Fall Staff In-Service to reduce the amount of time we are closed to the public. Also on Friday, November 8, 2024, Building & Grounds staff and several staff from the Street Department spent all day removing old furniture from the library and moving in new furniture that was donated from HNI. We replaced approximately 50% of our public facing furniture with several new pieces including some Zilencio pieces that complement our new sound proofing. HNI did state that it was not necessary to publicize this donation and that they were happy to know that they could contribute to improving services for the entire community at the library. We could not have done this without the help of the other City Departments mentioned. They did a fantastic job and I cannot thank them enough for their work that day.

The electrician is waiting on some parts for the lighting of the flagpole and once they arrive will install and the flag will go up. We have the ability to fly two flags, so we can fly the American flag as well as the state flag and during summer we would be able to fly a Summer Reading flag in place of the state flag if we choose to do so.

Stan and his team have been replacing actuators in the HVAC system to address the power consumption issue brought to us by MPW. Once they are all installed, we will be able to determine if that was the primary cause of the over usage.

The library will be closed November 28-29, 2024 for the Thanksgiving Holiday.

Kiosks:

We have installed two of the four new kiosks in the building and are currently working with Envisionware to determine if we need to purchase two new Coin and Bill Acceptor units rather than using the existing ones in the new machines. This will incur an additional cost and if needed I'll submit a change order request at the next Board meeting depending on the amount.

Annual Survey:

The Annual State Library Survey was completed and submitted at the end of October. This survey helps determine State Aid Funding levels based on service and typically results in \$20K to \$25K in annual funding.

The three-year state accreditation application has been postponed for one year for all libraries - a number of state staff are retiring and they do not have the personnel to process all the applications so that gives us a one year reprieve. The accreditation process designates each library as fitting into a particular tier that then helps to calculate funding amounts per the Direct State Aid mentioned above. We are currently at Tier 3 which is the highest level.

We will be hosting a Winter Reading program for this year. It will be for all ages and features a BINGO card. It will run from December to February. Prizes will be awarded. Loconsole asked about funding. The library won't be seeking funding at this time.

The library received an estimate for the patio addition. Eastern Iowa Landscaping provided an extensive quote of \$207,697.34, which includes stone work, fire pit, and water feature. This is in the initial phases and the library will be seeking quotes from other firms. There is a potential for grant funding. If the cost is low enough, however, we could potentially fund this through the trust. The Board would have the option to have a standing committee to discuss the possibilities. This project will likely move slowly, but is included in the strategic planning for FY2024-2026. Guest Gordon brought up that the next bonding year is 2026. Board member Dwyer asked about potential programming and/or what usage would look like. The goal is for the space to fit both functional seating and programming, which could include story time, outdoor activities, and larger community events. Dwyer discussed the possibility of edible landscapes or community gardens. Fiedler is hopeful there will be educational opportunities

as well, through native plants. Request for a more permanent storywalk around the library or along the river trail.

10. BOARD TRAINING

- A. ILA video presentation by Emma Stoffer and Emerson Taylor (1 hour each)
ILA presentations are available for the Board members to view.

11. OLD BUSINESS

No old business.

12. NEW BUSINESS

- A. Request to approve list of Library furniture items to be added to a new 2024 City Surplus Auction
Surplus auction items approval. Odell moved to approve the items for the surplus auction. Comstock seconded. All ayes; motion carried.

13. ADJOURNMENT

Dwyer moved the meeting be adjourned. Knox seconded. All ayes; motion carried.

14. NEXT MEETING

- A. December 18, 2024