



City of Muscatine

LIBRARY BOARD OF TRUSTEES

Wednesday, October 16, 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 Mary Odell, Kraig Reed, Kevin Knox, Diana Boeding, and Scott Comstock. Also present were Bobby Fiedler, Greg Benefiel, and Molly Garrett. Those having excused absences were Diana Gradert, Nora Dwyer, and Steve Truitt.

2. APPROVAL OF AGENDA

Fiedler stated there was a change to the agenda as submitted. He stated that Item B under New Business should read Section 11 and not 13.

Odell moved to approve the agenda as amended. Seconded by Reed. All ayes; motion carried.

3. APPROVAL OF MINUTES

Comstock moved to approve the minutes for the September 18, 2024 Board meeting. Seconded by Odell. All ayes; motion carried.

4. RATIFY BILLS FOR PAYMENT

Fiedler provided an overview of the bills for payment dated September 20, 2024 and October 4, 2024 as well as the trust funds.

Reed moved to ratify the bills for September 20, 2024 and October 4, 2024. Seconded by Odell. All ayes; motion carried.

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

Benefiel stated the library had two staff members who had presentations at the ILA Conference.

Fiedler noted that Benefiel has been at the library for 41 years.

Loconsole asked if the staff was still doing well, and Benefiel answered yes.

8. FRIENDS' REPORT

Fiedler stated the Muscatine Cultural Alliance is coming back to the community and is being spearheaded by Art Center Director Melanie Alexander. He stated they would be holding a luncheon event on November 15, 2024 in the Merrill Hotel's ballroom. He talked about the event and then stated everyone was welcome to attend. He stated he would provide more information once it is received.

Fiedler stated the Friends' book sale is this weekend at the library. He stated the sale on Friday would be for members only, and on Saturday and Sunday it would be open to the public.

Fiedler stated the Jingle Mingle event is taking place again this year. He stated the library's participation would be the same as last year with the front entryway and restrooms open to the public. He stated the remainder of the library would be closed.

Fiedler stated the next meeting was delayed to November 13, 2024.

Loconsole asked if there was a flier for the book sale, and Benefiel stated it was on Facebook.

Loconsole stated he would look for the event on Facebook and share it with others.

9. DIRECTORS' REPORT

Fiedler, speaking in reference to LENA, stated he would be meeting with Kim from AIM in a couple of weeks; however, he did talk with Mindy Hoon about the next steps to be taken for LENA and if there might be other organizations interested in taking it over. He stated Mindy would be meeting with Emerson Taylor, and he would be talking with Kim next Tuesday.

Fiedler stated the Viva Muscatine event had a good turnout.

Fiedler stated the library participated in the MHS homecoming parade. He stated that Emerson Taylor, Becca Fillmore and Heather Benninger (dressed in 70s garb) handed out a lot of bookmarks.

Fiedler stated the ILA conference was held last week. He stated that Emerson Taylor and Emma Stoffer gave presentations at the conference. He stated everyone should have received summaries of their presentations. He stated that Molly Garrett recorded the presentations, which were about one hour long. He stated watching the presentations could be used as continuing education hours for Board members. He stated both presentations were fantastic.

Both Fiedler and Garrett agreed the presentations by Taylor and Stoffer were the best at the conference. Garrett also stated she felt these presentations should be made at the national level.

Fiedler stated that he and Chad Yocom had to cancel their presentation due to staffing issues.

Fiedler stated the flagpole was installed. He stated the cooperation between the city and MP&W was great. He stated the flag would be displayed once lights have been installed.

Fiedler stated the windows were cleaned and that the carpet will be cleaned on November 8-9, 2024 in conjunction with the staff in-service day.

Fiedler provided an update on the power issue the library had been experiencing. He stated the water numbers are back down to normal. He stated Stan O'Brien looked into the library's HVAC system, and he thinks there are some issues going on. He stated replacement parts have been ordered.

Fiedler stated he feels the soundproofing seems to be working really well, noting the installation was quite an operation. He stated it makes this room feel more cozy, and it keeps conversations at eye level.

Fiedler stated the city staff meet and greet for the three candidates being considered for the city administrator's position would be October 29, 2024 from 9:00 a.m. to 2:00 p.m. He stated the candidates are Matt Mardeson of Nevada, Iowa, Cory Rheinecker of Sparta, Illinois, and Mark Jackson of Story City, Iowa. He stated the public meet and greet would be held at the Art Center on that date from 5:00-6:30 p.m.

Fiedler, speaking in reference to the patio project, stated he received a message from Eastern Iowa Landscaping, who would be providing him with the cost

information for the project prior to the next Board meeting.

Fiedler stated the library would be getting new furniture from HNI. He stated they are changing their showrooms at different locations and would have a number of pieces that would work well at the library. He stated the timing is great for the library as the current furniture is at the end of its life cycle. He stated some of the furniture is available now and some will be available at the end of November.

Fiedler stated the library would be getting a new photo gallery on its website. He stated that in addition to the Grossheim photos, smaller collections would be added. He stated it would get more visibility and coverage for local history collections.

Garrett talked further about the photo collections.

Fiedler stated that a gentleman by the name of Jay Peterson, who was at the ILA Conference, told Emerson Taylor that he felt our library has the best website.

There was discussion concerning the installation of the television in the conference room.

10. BOARD TRAINING

A. No Board Training for October

11. OLD BUSINESS

12. NEW BUSINESS

A. Request to Approve Purchase of (4) x 11 Replacement Kiosks from Envisionware
Totaling \$12,285 (includes shipping)
Loconsole read the request as submitted.

Fiedler clarified that the request was for the purchase of four X11 kiosks. He stated the library has six kiosks with four of them being stand-alone and located throughout the library and two being countertop kiosks located in the Children's Department and on the third floor. He stated all the kiosks were manufactured in 2017, and they do not have the hardware to update the kiosks to Windows 11.

Fiedler stated the cost for a new kiosk is \$4,800; however, Envisionware has old/new kiosks that were manufactured in 2023. He stated they would be willing to offer a 50% discount on the purchase of the kiosks with the Board's approval. He stated the new kiosks would include a side-car attached table.

Fiedler stated the new kiosks would be purchased by the end of this fiscal year.

Odell asked how the library learned about these kiosks, and Fiedler stated the city's IT Department was contacted by Envisionware concerning the availability of the new kiosks.

Comstock asked if Windows could be updated in these new kiosks, and Fiedler answered yes.

Benefiel asked if the library could get anything for the old ones, and Fiedler stated they would be recycled.

Boeding asked if they would be shipped from Georgia, and Fiedler stated he did not know where they would be shipped from.

Odell asked if there was a cost for upgrading to Windows 11, and Fiedler answered no.

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

B. Request to Approve Changes to 1.15 Public Use of Meeting Rooms Policy Section 13

Loconsole read the request as submitted.

Fiedler stated that, as was noted earlier, the change is to Section 11 of the meeting rooms policy. He stated staff is requesting the policy be changed stating rooms will be open until 30 minutes before closing.

Boeding stated it was her understanding a room would be booked until 6:00 p.m. but must be vacated by 5:30 p.m., and Fiedler stated that she was correct.

There was discussion concerning the need to get this information out to the meeting room users.

Fiedler stated users are provided with that information and announcements are made as well.

Garrett stated that most of the users are really great about leaving at the required time.

Odell moved the request be approved as amended. Seconded by Comstock. All ayes; motion carried.

Reed moved the meeting be adjourned at 5:08 p.m. Seconded by Odell. Motion carried.

13. ADJOURNMENT

14. NEXT MEETING

A. November 20, 2024