



## City of Muscatine

### **LIBRARY BOARD OF TRUSTEES**

Wednesday, September 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 4:28 p.m. Present were Diana Boeding, Steve Truitt, Kevin Knox, Kraig Reed, Diana Gradert, Nora Dwyer, Scott Comstock, and Mary Odell. Also present were Bobby Fiedler, Greg Benefiel, and Molly Garrett (Zoom).

2. APPROVAL OF AGENDA

Gradert moved to approve the agenda. Seconded by Odell. Motion carried.

3. APPROVAL OF MINUTES

Dwyer moved to approve the minutes for the July 17, 2024 Board meeting. Seconded by Comstock.

Odell asked if those absent from the Board meetings could be shown as excused absences.

Fran stated she would change the minutes to reflect Odell's excused absence and would correct past minutes as well. She stated that moving forward, absences would be noted as excused.

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

Vote on original minutes as amended. All ayes; motion carried.

4. RATIFY BILLS FOR PAYMENT

Fiedler, referencing the bills dated July 19, 2024, stated that the OCLC entry is the fee for cataloging the library materials. He stated the entry for CTI is the cost for the annual maintenance of the equipment in Room 301. He stated the Mobius entry is the annual fee for materials that are shipped between libraries.

Fiedler stated the first entry at the top of Page 3 was for his meals during the ALA Conference.

Fiedler stated the LS&S entry totaling \$10,182.25 is the library's last payment for Fiscal Year 2024/2025.

Fiedler stated the computer equipment purchases were for Becca Fillmore in the Children's Department. He also noted that the 55" Smart TV was purchased for the Children's Department, and it cycles through the activities in that department.

Fiedler, referencing the bills for August 16, 2024, stated there was a final entry for his lodging and meals while at the ALA Conference.

Fiedler stated payments for the library's various databases began on July 1, 2024.

Fiedler gave a very brief explanation of the LENA entry totaling \$10,640.

Fiedler, referencing the bills for September 6, 2024, stated the entry for RiverShare is the annual membership fee.

Fiedler noted the laptop expenditure was for Emerson Taylor,

Odell moved to ratify the bills for July 19, 2024, August 2, 2024, August 16, 2024, and September 6, 2024. Seconded by Reed. All ayes; motion carried.

Fiedler then gave an overview of the trust funds.

Fiedler informed Board members that the balance in the Friends' Charitable Fund is \$93,279.

5. RECEIVE COMMUNICATION

6. COMMUNICATIONS - CITIZENS

Dwyer stated she has taken a position with the County Extension Services and is dealing with obesity. She stated this position is designed to get everyone on the

same page for activities and appropriate food choices. She stated she talked with Emerson Taylor about the upcoming Healthiest State Walk Initiative, which is a day when everyone can get out and walk for 30 minutes. She just wanted everyone to know about this initiative and about this event. She asked anyone with ideas on how to promote this initiative to contact her.

7. STAFF LIAISON

Benefiel thanked the Friends' group for providing funds for the Musser staff to attend the ILA Conference in Des Moines.

8. FRIENDS' REPORT

Fiedler stated the Friends' group did approve the library's request to subsidize the trip and agreed to pay approximately \$3,500.

Fiedler stated the group is working on a pilot book sale to take place October 18-20, 2024 at the library. He stated it would take place in Room 104 and in the entryway as well. He stated proceeds from the sale would go to the Friends' group.

Fiedler stated that on Monday he and other staff members made a presentation at the Muscatine Symphony Board meeting about possible collaboration opportunities.

Fiedler stated the bubble cannon event was well attended. He noted the Friends' group had a table at the event.

Fiedler stated the group is trying to find new Board members and to increase its membership. He stated the balance in their Charitable Fund is good.

Reed asked if it would be a conflict of interest for his wife to serve on the Friends' Board, and Fiedler answered no.

9. DIRECTORS' REPORT

Fiedler stated his first topic for discussion was on the LENA program. He stated the Early Childhood Iowa Muscatine County director has resigned, and the organization is going through some changes at the regional level. He pointed out LENA had not cashed their check. He stated it was his understanding the library may not get all the money for LENA funding after December 31, 2024. He stated the state cannot guarantee the funding.

Fiedler stated there are two 10-week sessions a year. He stated that staff time for six hours a week for ten weeks during each session is about \$5,000 to \$6,000 or about 15% of one full-time position for those 20 weeks.

Fiedler then listed the pros and cons of the LENA program. He stated that as part of the Strategic Plan, staff was working on programming for teens, young teens,

and adults. He stated that if the library stays with LENA, it would not be able to reach out to these age groups. He stated he feels it does not make sense to continue LENA and try to administer these programs. He stated that LENA is a great program, but he feels the library's proposed programs would have a bigger impact on the audiences it is trying to reach. He stated staff would be able to implement some of the LENA items into its programming.

Fiedler stated he wanted to put this information out for those who might have questions or concerns.

Odell asked why LENA had not cashed the check.

Fiedler stated they are holding the check until a decision is made by the library.

Gradert stated she hated to see this program go away. She stated she feels there are a lot of children that could benefit from the program.

Fiedler stated he had talked with Kim Warren at AIM to see if other organizations might be interested in participating in LENA.

Gradert stated she understands what was said, but her concern is for the children.

There was further discussion concerning the possible discontinuing of the LENA program.

Fiedler stated the library's goal is to try and reach out to the older population. He stated that LENA is an awesome program which is better suited for larger libraries.

Loconsole stated that ECI has many uncertainties at this time.

Fiedler asked anyone with questions or concerns to contact him.

Fiedler then talked about the proposed Muskie Connect program. He stated that at its July meeting, the Board had approved the proposed program as a way to get cards and books into the hands of students. He stated the program was a good idea but, given the current legislation at the state level, the decision was made to see if the program was in compliance with that legislation. He stated the City Attorney recommended the library not move forward with the program. Fiedler stated there might be a way to get cards out to students, but the delivery of books cannot take place.

Odell stated it was sad, but the library was right not to move forward with the program.

Fiedler stated it was in the library's best interest to look at other possibilities of getting cards out to the students.

Dwyer asked if students could still sign up for library cards, and Fiedler stated it is being looked into.

Fiedler stated that things are going really great with Unique Management's recovery program. He stated the whole point of the program was to bring patrons back into the library.

Fiedler stated that everyone was given a copy of the Strategic Plan, which was put together by Molly Garrett. He stated it would be shared with stakeholders and the community.

Fiedler stated that the public is very happy with Becca Fillmore and that she and Emerson mesh really well.

Fiedler stated that the flagpole had been delivered. He stated that Stan O'Brien would be reaching out to MP&W to see if they can help with the installation. He stated that MP&W might be working in conjunction with the contractor on the installation of the pole.

Fiedler stated the city is whittling away at candidates for the City Administrator's position. He stated that Police Chief Tony Kies is serving as the administrator for the interim.

Fiedler stated that the soundproofing for Room 104 is scheduled for installation on September 25, 2024.

Fiedler stated the bubble cannon event had approximately 400 people in attendance. He stated it was a great way to kick off the fall programs.

Fiedler stated the last concert sponsored by the Arts Council was on September 8, 2024.

Fiedler stated he met with Eastern Iowa Landscaping to obtain a quote for the proposed outdoor patio project. He stated the quote should be received by the end of the month and noted this was the first step in the process. He then stated that the trust funds might provide a decent amount of money for this proposed project.

Fiedler stated the library's three-year accreditation report is due in February 2025. He explained the importance of this report. He then stated that the annual state survey is due October 31, 2024.

10. BOARD TRAINING

A. No Board Training for September

11. OLD BUSINESS

12. NEW BUSINESS

A. Request to Approve Closure of Library on Friday, November 8, 2024, and Saturday, November 9, 2024, for Staff In-Service and Annual Carpet Cleaning  
Loconsole read the request as submitted.

Comstock moved to approve the request as submitted. Seconded by Truitt.

Fiedler explained the reasoning for closing the library on Saturday.

Vote - All ayes; motion carried.

B. Request to Approve the Following Staff members to Attend ILA on October 9-11, 2024 to Present and Attend for Professional Development: Emerson Taylor, Emma Stoffer, Chad Yocom, Molly Garrett, and Robert Fiedler  
Loconsole read the request as submitted.

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

Fiedler stated the Friends' group agreed to pay \$3,500 for staff's attendance at the ILA conference. He stated that four staff members would be making presentations this year, which is a great opportunity for the library.

Loconsole stated that hopefully the presentations will garner publicity for the library.

Vote - All ayes; motion carried.

C. Request to Approve Changes to Chapter 3: Collection Development Policies, Section 3.17  
Loconsole read the request as submitted.

Fiedler stated that a review of the library policy manual found there was no wording included limiting how many books could be challenged. He stated the proposed change to Chapter 3.17 is the standard being used by other libraries.

Comstock asked how many books have been challenged at our library.

Fiedler stated our library has been very fortunate and nothing has been challenged for a long time. He stated people have voiced concerns, but typically staff sits down with them and discusses those concerns. He stated this process has been very successful.

There was discussion among Board members concerning clarification of the verbiage in the paragraph.

Fiedler stated, based on what he had heard from Board members, that the paragraph would be amended to read that any given patron could challenge up to three items per year. He also stated the verbiage would state that individual items could only be challenged once every three years.

Knox moved to approve the request as amended. Seconded by Truitt. All ayes; motion carried.

- D. Request to Approve List of Items Added to the Fall 2024 City Surplus Auction  
Loconsole read the request as submitted.

Fiedler stated the disposal of items from the library requires Board approval. He stated the items included on the auction list are items that have been used and abused.

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

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

- 13. ADJOURNMENT
- 14. NEXT MEETING
  - A. October 16, 2024