



## City of Muscatine

### **LIBRARY BOARD OF TRUSTEES**

Wednesday, March 19, 2025

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. In addition to Loconsole, Board members present were Kraig Reed, Scott Comstock (Zoom), Nora Dwyer, Kevin Knox, Diana Boeding, Steve Truitt, and Mary Odell. Diana Gradert had an excused absence. Also present were Bobby Fiedler, Greg Benefiel, Molly Garrett, and Councilmember Peggy Gordon.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

Dwyer moved to approve the minutes of the February 19, 2025 meeting. Seconded by Reed. All ayes; motion carried.

4. RATIFY BILLS FOR PAYMENT

Fiedler, speaking in reference to the trust found on Page 3 of the bills dated February 21, 2025, stated there is an entry for the purchase of canvas totes. He stated the totes were purchased for the Friends group, who will be reimbursing the library for the purchase. He stated they are available for purchase at \$5 each.

Fiedler, speaking in reference to the bills dated March 7, 2025, stated there is an entry for Envisionware for the installation of the coin and bill receptacles for the four kiosks that were recently installed at the library.

Fiedler stated the General Fund trust has some money left in it due to the elimination of Channel 5 and the hiring of an Outreach Coordinator.

Fiedler stated a number of items may be purchased out of the Computer Replacement Fund. He stated two more kiosks are needed, and they cost approximately \$15,000 apiece. He noted the four kiosks that were recently installed were purchased at a total cost of \$15,000.

Loconsole stated the Computer Revolving Fund looks to be in good shape.

Fiedler stated there is approximately \$34,000 in the fund, and the library would like to purchase one new kiosk during the current fiscal year, which would reduce the available balance by about \$15,000. He stated the library is also planning to add three more security cameras at a cost of approximately \$1,700.

Odell asked if the CRF balance had ever been so low, and Fiedler stated he did not remember.

Fiedler stated the equipment in Room 301 is aging, and he explained the repairs that are needed.

Loconsole asked about the location of the cameras.

Fiedler stated there has been an uptick in damage to the library's restrooms. He stated cameras would be placed on each floor and would allow us to see patrons coming in and out of the hallways to the restrooms.

Loconsole asked if the Police Department does walk throughs at the library.

Fiedler stated that we do work with the Police Department when issues arise. He noted that staff periodically check the restrooms as well.

Dwyer asked if there was any type of pattern to the issues, and Fiedler answered no.

Garrett stated the issues our library experiences are also experienced by other libraries as well.

Truitt moved to ratify the bills for February 21, 2025 and March 7, 2025. Seconded by Reed. All ayes; motion carried.

5. RECEIVE COMMUNICATION

6. COMMUNICATIONS - CITIZENS

Fiedler stated Councilmember Peggy Gordon was present to share information with Board members.

Gordon stated that City Council would be holding a public hearing on April 3, 2025 on the property tax levy. She stated the County would be holding its public hearing on March 24, 2025.

Gordon thanked Fiedler for being engaged in the city's budget process. She stated the upcoming fiscal year's budget was difficult and future budgets would continue to be difficult.

Gordon stated cities are losing rollback monies due to legislative changes. She stated the city has frozen hiring, and there would be no backfilling for the time being.

Gordon stated she appreciated the library's budget presentation that was made to the City Council. She asked everyone to stay strong but to stay lean and to also be hopeful.

Gordon then discussed the House bills that are in the legislature now that could affect library operations.

Gordon thanked everyone for the work they put into the upcoming fiscal year's budget and asked folks to call her if they had questions.

7. STAFF LIAISON

8. FRIENDS' REPORT

Fiedler stated the Friends' annual meeting was held on March 5, 2025. He stated the annual meeting is a requirement for non-profit status. Attending the meeting were Peggy Gordon, Friends' members, and a guest from the Community Foundation. He stated there were also guests present at the meeting. He stated the Board re-elected its current slate of officers.

Fiedler stated the regular Board meeting followed the annual meeting. He stated there was discussion concerning the miniature golf tournament held in February. He stated there were 53 participants, and the Friends group made \$1,100. There was discussion about making this an annual event.

Fiedler stated Emerson Taylor was at the meeting to request \$3,000 for the Summer Reading Program. He stated the request would be approved at the April

meeting since there was not a quorum present. He noted that Emerson makes this request every year.

Fiedler stated that the Children's Department has done some fundraising and currently has approximately \$8,000 for the Summer Reading Program. He stated Emerson would be making a presentation at the April Library Board meeting.

There was discussion concerning the replacement of the Friends' copier.

## 9. DIRECTORS' REPORT

### **Budget Update:**

Fiedler stated the public hearing on the adoption of the Fiscal Year 2025/2026 budget is April 17, 2025. He stated a meeting was held last week with department heads and the Finance Director and City Administrator concerning long-term budget considerations through fiscal year 2030. He stated there was discussion concerning budget shortfalls if the state legislature implements a 2% property tax cap. He stated that at the end of April, a meeting would be held to explore options to offset possible deficits. He stated it would be a long process.

There was discussion concerning the property tax rollback fund.

Fiedler stated the city gets its revenue from a lot of different services. He then explained how the budget process works.

Fiedler talked about things the library could do to increase its revenue.

### **Current Legislative Update:**

Fiedler stated there are two bills remaining in the House that are of the most concern regarding library operations. He explained what those bills were and stated that majority votes would be needed before passing them to the Senate.

### **Patio RFP Status:**

Fiedler stated the Request for Proposal (RFP) would be posted by March 31, 2025 with the deadline for submission of the RFPs set for May 2, 2025. He stated the Steering Committee would meet and make the selection of a firm, with the Board taking action to approve that request at the May Board meeting. He stated he wants the RFP process to keep moving forward to allow for the application of grant funds that might be available.

### **Channel 5 Update:**

Fiedler stated that Channel 5 will be fully phased out by April 30, 2025. He stated the library would be working with different vendors to cancel subscriptions. He noted that the meeting with the ICAP attorney in Des Moines is scheduled for April 22, 2025.

#### **Outreach Coordinator Position:**

Fiedler stated the deadline for submission of applications for this position is Friday. He stated that on Monday the decision would be made on which candidates would be interviewed for the position and then someone hired within a week.

Fiedler, referencing a recent email he had sent to Board members from the State Library of Iowa, stated that on March 14, 2025, the President signed an Executive Order that basically ends the Institute of Museums and Library Services (IMLS), which provides funding to museums and libraries. He stated this action could impact the Iowa Shares Delivery Service, could stop SILO interlibrary loans from happening, and could affect the accreditation process. He stated the Endorsement Program and Continuing Education could be impacted as well as WhoFi and Bridges. He then talked about other library programs that could be impacted.

Fiedler stated he had just received this information and would keep Board members updated on the impact of the President's action.

#### **10. BOARD TRAINING**

Fiedler stated Emerson Taylor would be making a presentation on the Summer Reading Program in April.

#### **11. OLD BUSINESS**

#### **12. NEW BUSINESS**

- A. Request to approve purchase of (1) X25 Kiosk in the amount of \$14,875.00 from Envisionware Inc.**

Loconsole read the request as submitted.

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

Fiedler stated he would like to move forward with purchasing this kiosk using funds from the Computer Replacement Fund. He stated the library was offered an 8% discount (about \$1,000) if a kiosk was purchased this month. He stated these kiosks are handicap-accessible. He stated one would be located on the main floor and the other in the Children's Department. He stated the final kiosk will be purchased during the upcoming fiscal year. He explained why the kiosks

need to be purchased before the end of October.

There was discussion concerning the flat-rate professional services fee being offered by Envisionware.

Vote - All ayes; motion carried.

B. Approve items for Surplus Auction

Loconsole read the request as submitted.

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

Fiedler stated the list of surplus items was included in the Board packet. He stated he received a call on Monday from Randy Moeller at Public Works requesting this information. He stated the library has a few older pieces of furniture that will be offered to other city departments.

Vote - All ayes; motion carried.

13. ADJOURNMENT

Odell moved the meeting be adjourned at 5:20 p.m. Seconded by Reed. All ayes; motion carried.

14. NEXT MEETING