



City of Muscatine

LIBRARY BOARD OF TRUSTEES MINUTES

Wednesday, August 17, 2022

1. **CALL TO ORDER**

Moravec called the meeting Moravec called the meeting to order at 4:34pm

2. **APPROVAL OF AGENDA**

Daufeldt moved to approve the agenda; seconded by Gradert; Motion passed

3. **MINUTES – APPROVAL**

Loconsole moved to approve the minutes from July 27,2022; seconded by Comstock; Motion passed

4. **RATIFY BILLS FOR PAYMENT**

Gradert moved to ratify the bills from 7/22 and 8/5 as presented; seconded by Daufeldt; Motion passed

5. **RECEIVE COMMUNICATION**

No report

6. **CITIZENS SPEAK**

No report

7. **STAFF LIAISON**

No report

8. **FRIENDS' REPORT**

Voted to sponsor a glass blowing event for the Children Department in the fall. Discussed possibly expanding/moving the book sale area to the front of the building opening up more shelving space for the collection, waiting on quotes for shelving. Talked with Mark at Contrary about hosting a charity brew event sometime in October.

9. **DIRECTORS' REPORT**

1. Iowa Trustees Handbooks are ready for Board Members to check out. Desk staff will set due date to 06/30/23. Will discuss Handbooks in more depth at the next meeting as part of training. Once the new Board Members are selected, Fiedler will meet with them once or twice before the next meeting to familiarize them with their duties and responsibilities. Fiedler will also work with any current members.
2. Pam had been running the Adult Book Club of about 8-10 members. Club went on hiatus over summer. Beginning in September, John Wojtecki has volunteered to lead it through June 2023 when the new Assistant Director will take over.
3. Two of four (2/4) AWE computers have been set up by Matt. Different games from the original computers with a quarter geared toward upper elementary aged kids.
4. Working on a list of items we want to get rid of through surplus. Items are well worn or not used enough and we want to update/clean up. City surplus process in September.
5. Management team is working on a fall in-service staff day. Planning to invite the Board of Trustees and the Friends' Board to lunch and at end of the day inviting former staff back for a little reunion.
6. Sean Fitzgibbon, author of *What Happens Next is True*, came to the library to present a copy of his book to Sheila Chaudoin. His hand painted all images will be on display at the Art Center. They will host an event in October.
7. Annual State Survey is due October 31st. Helps libraries compare performance throughout the state and helps to justify budgets.
8. October marks the beginning of FY23-24 budget planning.

10. **BOARD TRAINING**

Summary of Summer Reading Program/Preview of upcoming Children's programming for FY23 - 743 children and teens enrolled. 93 adults signed up online. On par with past summers. Throughout June and July, there were 80 programs for children, teens, and families with a total attendance of 3,496. Highlights included the Shark Tank, City Truck Petting Zoo, Fourth of July parade with bubbles afterwards, the Forest Path Animals meet-and-greet, Storytimes at the Aquatic Center for Infant/Toddler Swim, Cowboy Randy, the Bayer STEM Outreach team, and a collage workshop by former children's librarian Duffy DeFrance. Also conducted library tours and events for the MCSD SPARK summer school and held a "People Powered Parade" as Summer Reading Finale. Funding was provided by Friends of the Library and CBI Bank and Trust (sponsor of over 20+ years). Programming this fall includes: O Baby Lapsit, Preschool Storytime, Sparkplugs, a Homeschool Enrichment program, Skeleton Key Adventure Club, Mother Daughter Book Club, filmed Just from the Kitchen program, LENA early talk classes, Sensory Storytime, Understanding Your Child's IEP program, and a Teen program (Library of

Rock). Mr. Taylor began a podcast called 'Take a Picture Walk with Me', had recorded two episodes so far.

11. OLD BUSINESS

A. Flag Pole Update

Waiting to hear back from Brian and Carol if they are willing to assist with funding. Will go out to other groups (including Friends) for funding as necessary.

B. New Board Members Update

Mayor recommended board members will go to the nominating committee.

C. Assistant Director Position Update

Bobby, Greg, and Betty narrowed the 23 applications down to 3 candidates; Jon will join them to conduct the interviews. Fran will call the candidates later this week to schedule interviews.

12. NEW BUSINESS

A. Review and Approve Circulation Policy

- Under Registration, change "parental signature" to "parental approval".
- Under Borrowing Guidelines: "No restriction in quantity or selection of content is placed on cardholders of any age, excluding video games (5), tablets (1), and hotspots (1). "
- Under Length of Loan add: Hotspot 7 day (1 week) loan period.
- Corrections to outline formatting
- Fiedler will verify Iowa Code references

Daufeldt moved to accept changes recommended by Fiedler; seconded by Comstock; Motion passed.

13. ADJOURNMENT

Moravec adjourned the meeting at 5:34pm

A. Next Board Meeting September 21, 2022