



City of Muscatine

LIBRARY BOARD OF TRUSTEES

Wednesday, August 16, 2023

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 Diana Boeding, Diana Gradert, Mary Odell, Scott Comstock, Kevin Knox, and Steve Truit. Kraig Reed and Jane Daufeldt had excused absences. Also present were Bobby Fiedler, Greg Benefiel, and Molly Garrett.

2. **APPROVAL OF AGENDA**

Odell moved to approve the August 16, 2023 agenda. Seconded by Truitt. All ayes; motion carried.

3. **APPROVAL OF MINUTES**

Odell stated she had tried to use Zoom for the last meeting but was unable to log on.

Gradert requested the minutes from the July 19, 2023 Board meeting reflect excused absences for those not in attendance.

Gradert moved to approve the minutes as amended. Seconded by Comstock. All ayes; motion carried.

4. **RATIFY BILLS FOR PAYMENT**

Fiedler highlighted and explained the following items found in the July 21, 2023 Bills for Approval:

- Envisionware Inc. totaling \$14,962.53
- OCLC Inc. totaling \$575.06
- TCM Bank (Visa) totaling \$1,014.88 (supplies and equipment for Children's Department)
- Muscatine Symphony Orchestra totaling \$175
- TCM Bank (Visa) totaling \$718.19 (vinyl record supplies)
- Pillar Designs LLC, totaling \$5,690 (sound booth)
- DLR Inc. totaling \$395.60 (step stool)
- Library Systems & Service totaling \$12,254.87 (books/materials)

Fiedler, speaking in reference to the Trust expenditures, stated the payment of \$1,700 to Absolute Science was for the foam cannons and the payment of \$3,600 to MP&W was for the Channel 5 lease.

Fiedler then highlighted and explained the following items found in the August 4, 2023 Bills for Approval:

- Zoobean totaling \$1,100 (Beanstack Software will eventually be part of LS&S)
- CTI totaling \$2,176 (maintenance contract for Room 301 equipment)
- LENA Research Foundation totaling \$10,646 (annual fee)

Fiedler then provided an overview of the General Fund, Computer Fund, and Trust Fund.

Discussion followed Fiedler's overview.

Odell moved to ratify the bills for payment. Seconded by Comstock. All ayes; motion carried.

5. RECEIVE COMMUNICATION

6. COMMUNICATIONS - CITIZENS

7. STAFF LIAISON

Benefiel stated one shelver has left for college. He stated the position had been posted.

Fiedler stated the remaining shelver is picking up the slack and doing a great job.

8. FRIENDS' REPORT

A. Friends meeting held August 16, 2023

Fiedler stated the Friends' meeting was held earlier today.

He stated he asked the group for assistance with funding a trip to the ILA

Conference in Dubuque for the entire staff as its in-service day. He stated the cost for registration is \$3,500 plus the cost of transportation. He stated Friends' is willing to pay up to \$2,000 toward the registration cost and pay for the transportation cost. He stated money is available in the Staff Development Fund found under the general budget.

Fiedler stated Chad Yocom attended the meeting to talk about ways to promote the Friends' group. He stated Channel 5 would start with bite-sized nuggets talking about what the group does.

Fiedler stated the Friends' group received an anonymous donation. He then stated they are waiting for a bequest from an estate totaling approximately \$50,000. He stated the state has to approve the tax matters.

Loconsole asked when the ILA training takes place in Dubuque, and Fiedler answered October 12, 2023.

Fiedler stated the library is going to be closed that day, and he will be seeking the Board's approval in September. He stated that in conjunction with the library's closure, he is working with Building & Grounds to get the carpets cleaned that day. He stated the library might have to be closed on Friday if the carpet does not dry overnight.

Loconsole asked how many would be going, and Fiedler stated just under 20.

9. DIRECTORS' REPORT

Fiedler gave an overview of the summer reading program. He noted there were 11 adult programs as well.

Fiedler stated the staff did an amazing job this summer.

Fiedler then talked about the National Night Out event held in August, which was sponsored by the Police Department. He stated that Betty Collins, Chris Cook, and Emerson Taylor participated in the event, which was well attended by library patrons.

Fiedler then talked about the Hispanic Heritage event being held at the end of September. He stated the details of the event are still being ironed out. He then stated that the library is open until 2:00 p.m. that day, and Betty is going to do bi-lingual story times in that timeframe.

Fiedler then talked about the library's upcoming strategic planning process. He stated the Management Team came up with the following priorities, which will be forwarded to Ron at Wastyn & Associates:

- Increasing public awareness
- Fostering community connection
- Improved organizational healing
- Advocating library values

Fiedler then gave an overview of the reference desk relocation. He stated that Molly received a quote from Lucas Communications for telephone/internet services and a time would be scheduled for them to do the work. He stated Building & Grounds would deal with the electrical work. He stated he recently met with SignPro concerning signs and internal staffing issues that are being addressed.

There was a brief discussion about scheduling the Board's group photo.

Loconsole stated the summer reading program was a great success. He stated the library is consistently holding a variety of family activities. He stated he would like to see the library's story shared externally as we continue to get the word out.

10. BOARD TRAINING

A. Chapter 9: Board Relationships with Director, Staff, and City

Fiedler asked everyone to read the Chapter 9 information contained in their packets.

Fiedler stated he was going to provide the Board with his job description so everyone knows what is expected of him.

Boeding asked Fiedler if he attended the City Council meetings.

Fiedler stated he attends the staff meetings that are held prior to the City Council meetings. He stated if there is an item before City Council concerning the library, he attends the meeting to answer questions. He stated that he attends the budget meetings he is required to attend. He then stated he attends a Muscatine County Board of Supervisors meeting once a year. He noted that the library's newsletter is shared with the City Administrator and with the City Council. He stated the library has a great relationship with the City Administrator and the City Council.

Odell, referencing the Board's responsibilities, asked if the Board has the authority to change the benefits of the library employees.

Fiedler stated the Board cannot make changes to the benefits; however, it could make changes to the employees' salaries, but typically we follow the city's wage

plan.

There was discussion concerning the city's step increase program as well as the merit program.

Fiedler ended by saying the library does a good job of attending events sponsored by the other departments within the city.

11. OLD BUSINESS

A. Endowment Fund Update

Fiedler then provided an update on the closure of the Endowment Fund. He stated he was able to talk with Jim Nepple about this issue and he agreed to work with the Community Foundation to take the steps necessary to close the fund. Once the closure is done, it will be submitted to the state. He noted that Mr. Nepple is not charging for his services.

12. NEW BUSINESS

A. Meeting Room Policy Update

Fiedler stated it was decided to update the Meeting Room Policy due to the number of calls to use the meeting rooms for medical procedures. He stated he feels the library is not the right environment for any type of medical procedures so the decision was made to update the policy to exclude medical exam procedures.

There was discussion concerning the different requests.

Odell moved to approve the Meeting Room Policy as amended. Seconded by Gradert. All ayes; motion carried.

B. Library Policies Review

Fiedler stated the Board will begin reviewing the library's policy manual beginning with Chapter 1. He thanked everyone for reading/proofreading the first chapter. He stated he included all of the corrections the Board submitted. He stated many were grammar, a couple were content changes, and some changes to basic wording.

Fiedler stated that on Page 3, under By-Laws, it states the president will appoint a Parliamentarian. He explained the history behind this verbiage.

Following his explanation, there was discussion by the Board.

Fiedler then asked everyone if they would like to see it deleted or left in the policy, and everyone agreed to leave it as is.

Fiedler asked if the Board thought the word "chambers", which is used in the

policy manual, should be changed to "Board meeting". He noted he did not have a strong preference either way.

The Board agreed to leave it as is.

Fiedler then directed the Board's attention to the fifth paragraph on Page 12, which has to do with collection development and materials selection. He stated he feels the verbiage "when deemed necessary" should be added to the end of the sentence, which essentially means the library director can make the final decision unless the Board's action is necessary.

Fiedler stated a question had been raised about the Service Policy and if it should be moved under materials. He stated this involves all services and not just materials and should probably remain where it is.

Fiedler stated that Item 15, found on Page 14, refers to the "Person in Charge", which means the reference staff. He then pointed out the changes to Item 19 on the same page.

Fiedler stated the Board will review Chapter 2 at its next meeting. He noted some chapters may be combined. He stated that once the manual is finalized by the Board, it will be forwarded to the City Attorney for review. He stated that once it has been reviewed by the City Attorney, it will be brought back for final approval by the Board. He ended by saying the goal is to have it finalized before the end of the year.

13. ADJOURNMENT

Truitt moved to adjourn the meeting at 5:28 p.m. Seconded by Gradert. All ayes; motion carried.