



# City of Muscatine

## **LIBRARY BOARD OF TRUSTEES**

Wednesday, September 20, 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 Steve Truitt, Kraig Reed, Diana Gradert, Mary Odell, Diana Boeding, Scott Comstock, and Kevin Knox, who joined the meeting at 4:50 p.m. Jane Daufeldt had an excused absence. Also present were Bobby Fiedler, Molly Garrett, and Greg Benefiel.

2. APPROVAL OF AGENDA

Odell moved to approve the September 20, 2023 agenda. Seconded by Truitt. All ayes; motion carried.

3. APPROVAL OF MINUTES

Reed moved to approve the minutes for the August 16, 2023 meeting. Seconded by Boeding. All ayes; motion carried.

4. RATIFY BILLS FOR PAYMENT

Fiedler gave an overview of the bills.

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

Loconsole stated he was glad to hear the city rolled over funds into the computer fund.

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

Benefiel stated Owen Howell is the new shelver, and he will start next week.

8. FRIENDS' REPORT

Fiedler stated the Friends' group met on September 6, 2023. He stated they agreed to fund the ACT II shuttle to ILA and to contribute \$1,500 towards conference registrations for a total of \$3,590. He stated the library would pay for the registration for those staff members not covered by the Friends' contribution. He stated they also ordered totes for the front desk of the library.

Fiedler stated the Friends' group is going to attend the Rotary Club meeting on September 25, 2023. He stated he would be attending the meeting as well. He then stated the group hopes to generate interest for new members.

9. DIRECTORS' REPORT

Fiedler talked about the ILA conference on October 12, 2023. He again stated that the library will pay for the registrations not covered by the Friends' contribution. He stated that usually the conferences are only for upper management, and it is going to be nice to have all of the library staff attending.

Fiedler stated JoAnn Carlson had come back to the Friends' group. He stated she will be working with Jennifer Howell on the 2024 library calendar, which will be entitled "Then and Now".

Fiedler stated he and Molly met with Ron Wastyn on September 8, 2023 to review the initial strategic planning draft survey. He stated it would be reviewed again before being approved.

Fiedler stated he is looking for participants to serve on the Planning Committee, and he explained what the time commitment would be.

Fiedler stated the desk had been moved to the new reference area on the second floor. He stated the hope is to have it ready by the end of the month.

Fiedler talked about the need for a group photo, and everyone agreed to have it taken in November.

Fiedler stated Dan Chapman and Betty Collins are retiring on September 25, 2023 and October 15, 2023, respectively. He stated Betty's actual last day would be October 13, 2023. He stated a public party for Betty would be held from 11:00 a.m. to 1:00 p.m. on October 14, 2023. He stated invitations would be sent out to everyone.

Fiedler stated retirement for Betty was not an easy decision for her to make, but with Dan's retirement, Betty decided to retire as well. He stated it would be a big change for the library and for the public because the Children's Department is really hers. He stated she would really be missed and asked everyone to stop and say goodbye to her.

Fiedler then talked about the only server the library currently has. He stated it would cause serious problems if it were to fail. He stated that John Kreuzenstein suggested the library purchase three small servers. He stated it would be redundant but more secure having a domain site. He stated the cost would be approximately \$9,000 to \$10,000.

Loconsole asked if John would set everything up, and Bobby answered yes.

There was discussion about the current server.

Loconsole stated it is tough when people retire and further stated he would be happy to support whatever the library decides to do for Betty.

#### 10. BOARD TRAINING

##### A. Online Training Opportunity

Fiedler then talked about the online training the State Library of Iowa is offering. He stated he would send the information out again. He noted that it is not necessary to sign up for all of them. He then explained the state's requirement for Board members to attend board development training each year.

#### 11. OLD BUSINESS

##### A. Endowment Fund Update

Fiedler stated we are still waiting to hear from Jim Nepple on the closure of the Endowment Fund.

#### 12. NEW BUSINESS

##### A. Request to Approve Library Closure on October 12, 2023 and October 13, 2023 for Fall In-Service Day and Carpet Cleaning by Building & Grounds

Fiedler, speaking in reference to the request for closure of the library for the ILA conference, stated the request is twofold. He stated that first, the closure on October 12, 2023 will allow for employees to attend the conference and second, will allow for the carpets to be cleaned. He stated the request for closure on October 13, 2023 is so that the carpets can dry completely.

Fiedler stated some of the furniture needs to be cleaned as well. He stated the windows would be cleaned sometime this fall.

There was discussion about cleaning up the outside of the building.

Odell moved to approve the request allowing for the closure of the library on October 12, 2023 and October 13, 2023 for the fall in-service day and carpet cleaning by Building & Grounds. Seconded by Truitt. All ayes; motion carried.

B. Request to Approve Staff Attendance at ILA in Dubuque, Iowa, on October 12, 2023

Gradert moved to approve the request allowing for library staff to attend the ILA conference in Dubuque, Iowa, on October 12, 2023. Seconded by Odell. All ayes; motion carried.

C. Review Chapters 2 and 3 of Library Policy

Fiedler began reviewing Chapters 2 and 3 of the Library Policy Manual. He asked if anyone had any questions about the city's employee handbook referenced in 2.1, and no one commented.

Fiedler stated that under 2.3, the suggestion was made to change t-shirts to casual shirts.

Fiedler stated that under 3.3, the library wants to put the responsibility on the parents in terms of what they want their children to have access to.

Fiedler stated that under 3.15, the library is making a greater attempt to get books by local authors placed on the main floor. He stated there will be shelving specifically for local authors. He stated the library wants to show it supports local authors in the community, something not fostered a lot in previous years.

Fiedler stated that 3.17 lays out the process for someone who has an objection to item(s) in the library because it is always possible it could happen.

Knox asked if there had been any issues in the past.

Fiedler stated there had been a complaint many years ago concerning pictures of nudity in artwork. He stated he has had conversations with patrons from time to time but we were always able to come to an understanding.

Fiedler, speaking in reference to 3.21, stated the library reserves the right to turn away donations based on the condition of the books and space. He stated only so many books can be sold.

Fiedler, speaking in reference to Appendix A: The Freedom to Read, is interesting to read. He stated it was created in 1953.

Fiedler stated that following the review of the final chapters, the document will be sent to the city attorney for review. He stated that once that has taken place, the final document will come back to the Board for approval, which will probably be late December or early January.

There was further discussion by Board members.

13. ADJOURNMENT

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

14. NEXT MEETING

A. October 18, 2023