



## City of Muscatine

### **LIBRARY BOARD OF TRUSTEES**

Wednesday, January 15, 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

Loconsole called the meeting to order at 4:30 p.m. In addition to Tony Loconsole, Board members present were Mary Odell, Diana Boeding, Nora Dwyer, Scott Comstock, Steve Truitt, and Kevin Knox. Those with excused absences were Kraig Reed and Diana Gradert. Also present were Bobby Fiedler, Greg Benefiel, and Molly Garrett (Zoom).

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

Dwyer moved to approve the minutes for the December 18, 2024 meeting. Seconded by Comstock.

Bobby stated the minutes should be amended to reflect there are only two Board terms up for renewal and not three. He stated Loconsole and Truitt have terms that are expiring.

Vote - All ayes; minutes approved with amendment.

4. RATIFY BILLS FOR PAYMENT

Fiedler, referencing the December 20, 2024 bills, stated that on Page 3 there is an entry of \$58.83 for fraud. He stated this is in relationship to a purchase that was made without authorization. He stated the credit card had to be canceled

in order to get a refund on the charge, which took about three weeks. He stated he does not know if the charge will be determined to be fraud.

Fiedler, referencing the January 3, 2025 bills, stated the charge for Big Imprint is for the library's photo gallery, which will be on the city's website. He stated the module will allow for the library's historical collections to be placed on the website. He stated the LS&S monthly charge is also included on the bills.

Comstock asked about the refunds to individuals for books.

Fiedler stated the entries indicate patrons had lost books, and they were refunded the cost of the book once it was returned to the library.

Fiedler stated that the General Fund, Trust Fund, and Computer Replacement Fund are all in good shape.

Truitt moved to ratify the bills for December 20, 2024 and January 3, 2025. Seconded by Odell. All ayes; motion carried.

5. RECEIVE COMMUNICATION

6. COMMUNICATIONS - CITIZENS

7. STAFF LIAISON

Benefiel had nothing to report.

8. FRIENDS' REPORT

Fiedler stated the Friends board met on Wednesday and the major topic of discussion was the upcoming mini golf fundraiser to be held at the library. He stated the event will take place on February 15, 2025. He stated the group is still looking for sponsors.

Dwyer asked who should be contacted if folks are interested in sponsoring the event, and Fiedler stated they could either contact him or Kathy Kuhl.

Fiedler stated he provided the Friends board with an update on the proposed patio project. He stated they were informed about the possible cost of the project and what the library might ask from them.

Loconsole stated the mini golf fundraiser is a fun idea. He stated his children would be taking part in the event.

Boeding asked if the event would be on social media, and Fiedler stated information would be provided through the normal channels.

9. DIRECTORS' REPORT

**Board Terms:**

Fiedler stated Loconsole and Truitt's terms expire this year, and they have both agreed to renew their terms subject to the Board's approval.

**Patio/Reading Garden Project:**

Fiedler stated he had met with the grant writer for the Community Foundation and shared information with him about the project. He stated the library has met all the requirements for the grant, and the grant writer feels it is a good project for prioritization. He stated the grant total would be \$50,000.

Fiedler stated that with the grant (if awarded), the Trust Fund, and a Friends donation, the library would be close to meeting the cost of the project. He stated the goal is to get funding from outside sources, and he feels the success rate will be much better if folks know the construction of the patio will take place no matter what.

Fiedler stated that at next month's meeting, the Board will be asked to approve the Request for Qualifications (RFQ) as well as appoint the committee to oversee the project. He then explained the process that will take place following the approval of the RFQ. He stated he feels it is important to move the process through the proper channels.

Dwyer stated it is her understanding that even with the receipt of the grant, the Trust Fund, and the donation from the Friends group, the city will be seeking outside funding sources, and Fiedler stated she was correct. She stated that her children had grown up knowing that the library was a special place. She stated that perhaps these young adults might be in a financial position to help provide funding.

Loconsole stated the renderings were exciting to see.

Fiedler stated he feels the library has an awesome campus and that it would be great to leverage that space for a patio.

**Envisionware Update:**

Fiedler stated the bill and coin receptacles have not been shipped. He stated that once Envisionware meets with the IT staff and sets a date, the equipment will be shipped.

**FY2025/2026 Budget Cycle:**

Fiedler stated he would be meeting with the County Board of Supervisors next Tuesday to make his funding request. He stated he will be presenting the library budget to the City Council and Mayor on February 1, 2025. He told Board members to let him know if they are interested in attending.

There was discussion about the need for a quorum at this presentation.

#### **Channel 5 Update:**

Fiedler stated that Chad Yocom came in and picked up his equipment. He stated the next step for the library is to work with ICAP to separate out the Channel 5 equipment. He then stated a consultant will be brought in to see what needs to be done to make Channel 5 work. He stated the library has a couple of people that can be contacted about consulting services. He stated we are moving forward but it is going to take a while.

Loconsole stated he hopes the library still has its equipment. He asked if Chad took things that belonged to him. Fiedler stated that Chad had used a lot of his own equipment.

Dwyer asked what the next step was for Channel 5 and if it was time to refresh it.

Fiedler stated he feels the next big goal is to do a cost/benefit analysis for Channel 5 to determine what the library should be doing with it. He stated this situation has created an opportunity to figure out what is working and what could be done better. He stated this matter is something that will be discussed with the Board over the next several months.

Boeding asked if Channel 5 involved a podcast, and Fiedler answered it did not. He stated it was like a regular television channel, but it is hard to maintain.

Dwyer stated Channel 5 offered a variety of services such as videotaping the League of Women Voters' forums.

Loconsole stated he feels Muscatine could be better with its media usage and that there are pros and cons to having this channel.

There was further discussion concerning Channel 5's future.

Fiedler stated ComicsPlus went live today and offers over 20,000 comics simultaneously.

Boeding asked if the library had every considered using Hoopla.

Fiedler stated it was talked about; however, because charges are on a usage basis, it would be expensive.

There was discussion about other audio vendors.

Fiedler stated that Molly Garrett would be providing a presentation to the Board at its February meeting on ComicsPlus, which could be used as education hours for the month of February.

Fiedler stated a photo gallery was going to be added to the library's website. He stated there are a lot of small collections being stored in the library's basement that could be publicized on the library's website.

Fiedler, speaking in reference to the Children's Department, stated that Becca Fillmore is putting together a sponsorship program to attract sponsors for the Summer Reading Program. He stated that the Merrill Hotel has agreed to give the library three rooms at the hotel to provide lodging for summer performers. He stated that one performer told Becca that she would be discounting her performance costs since she would not have any hotel costs.

Fiedler stated this effort by the Children's Department seems to be generating a lot of interest and hopefully other organizations will help sponsor the library programming.

10. BOARD TRAINING

A. No Board Training

11. OLD BUSINESS

12. NEW BUSINESS

A. Request to Approve FY 2025/2026 Budget Request for the City and County (see attached request)

Loconsole read the request as submitted.

Fiedler stated a comprehensive review of the FY2025/2026 library budget was presented at the December Board meeting. He stated the budget request is for \$1,376,900 which is 3.9% over the previous year. He stated the library was asked to come up with a status quo budget, but personnel costs caused the increase. He stated personnel costs are higher due to the Employee Compensation Plan, which caused pay jumps for many of the library employees and changed step statuses as well.

Fiedler stated the request also includes the request from the county, which is

3% more than last year (\$138,135).

Fiedler stated there are challenges this year for the library and other city departments. He stated the Iowa Legislature is interested in capping revenue from property taxes and the AARPA funding has also ended. He stated Finance Director Nancy Lueck would be providing her budget overview on January 30, 2025.

Loconsole stated it was his understanding the request is to approve the proposed budget request for FY2025/2026, but it could be subject to change.

Fiedler stated there may be some slight changes following Nancy Lueck's presentation, but it has always been around 3%. He stated that barring any major changes, he would be presenting his budget to the Mayor and City Council on February 1, 2025. He then reviewed the budget calendar for FY2025/2026.

Loconsole stated that as a Board member, he has always felt very well-informed during the budget processes.

Odell moved to approve the FY2025/2026 budget request for the city and county. Seconded by Truitt.

Odell asked if the Board would have any say on what could be cut from the library's budget.

Fiedler stated the Board would discuss where they feel budget cuts could be made. He noted the library does have areas where cuts can be made that would not affect staff.

Vote - All ayes; motion carried.

13. ADJOURNMENT

Odell moved the meeting be adjourned at 5:23 p.m. Seconded by Comstock. All ayes; motion carried.

14. NEXT MEETING

A. February 19, 2025