City of Muscatine

LIBRARY BOARD OF TRUSTEES

Wednesday, April 16, 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 Steve Truitt, Scott Comstock, Kevin Knox, Nora Dwyer, Diana Boeding, Kraig Reed, and Mary Odell. Diana Gradert had an excused absence. Also present were Bobby Fiedler, Greg Benefiel, and Molly Garrett (Zoom).
2. APPROVAL OF AGENDA
   Dwyer moved the agenda be approved as submitted. Seconded by Odell. All ayes; motion carried.
3. APPROVAL OF MINUTES
   Comstock moved to approve the minutes of the March 19, 2025 meeting as submitted. Seconded by Truitt. All ayes; motion carried.
4. RATIFY BILLS FOR PAYMENT
   Fiedler, referencing the bills for March 21, 2025, stated there was an entry on Page #1 for the re-installation of the SkyCam. He stated that on Page #3 there are entries for troubleshooting the SkyCam to the website.
   Fiedler stated that the entry on Page #1 for Adobe was the fee for canceling the Creative Cloud app. He stated it was expensive to cancel but was cheaper in the long run.

   Fiedler, referencing the bills for April 4, 2025, stated the entry for Envisionware found on Page #2 is being transferred to the General Fund under Computer Software/Maintenance. He stated the fee is for the installation of four of our kiosks.

Fiedler then provided an overview of the Trusts. He stated there is about 30% remaining in the General Fund, which is about average at this point.

Fiedler stated the Computer Rollover Fund will be decreasing by about $13,500 for the X25 Kiosk and $1,700 for security cameras. He stated $2,700 may be pulled out for switch repairs to the audiovisual system in Room #301. He stated the balance would drop to about $9,100, which is the lowest it has ever been.

Boeding asked when the current fiscal year ends, and Fiedler stated it was June 30, 2025.

Odell asked if the cameras had been installed, and Fiedler answered yes.

Reed asked about the issue with SkyCam.

Fiedler stated there was a firmware update performed by the company and the side effect to that update was the camera shutting down when operated for more than four hours. He stated that as long as we stay under those four hours, we will be okay.

Truitt moved to ratify the bills for March 21, 2025 and April 4, 2025. Seconded by Reed. All ayes; motion carried.

5. RECEIVE COMMUNICATION
6. COMMUNICATIONS - CITIZENS
7. STAFF LIAISON
   Benefiel stated he had nothing to report and that Fiedler would be sharing information about the new Outreach Coordinator.
8. FRIENDS' REPORT
   Fiedler stated that Emerson Taylor had made a presentation to the Friends Board in March requesting sponsorship of $3,000 for the Summer Reading Program. He stated the request was approved at their most recent meeting.

   Fiedler noted that Becca Fillmore and Emerson had been successful at receiving additional corporate sponsorships for the program.

   Fiedler stated that Kathy Kuhl, Pat Grimm, and Xiaowen presented at the Kiwanis meeting on April 8, 2025.

Fiedler stated they would have a table set up at the Nancy Drew event in May.

Dwyer asked about the next book sale, and Fiedler stated it would probably be this fall.

9. DIRECTORS' REPORT

Budget Update:

Fiedler stated City Council would be approving the Fiscal Year 2025/2026 budget at its meeting tomorrow. He stated the Capital Outlay fund was cut by approximately $20,500. He stated the Computer Rollover Fund may not be backfilled with any remaining monies, but nothing will be known until the end of the fiscal year.

Dwyer asked if Board members should attend the meeting.

Fiedler stated it is just a pro forma approval of the budget.

Loconsole asked how much unspent money would be moved to the Computer Rollover Fund, and Fiedler stated he was not sure if it would happen. He stated the decision is up to the Finance Department.

Fiedler stated we did not have much of a choice on some of our expenditures, referencing the cost of one of the kiosks. He pointed out that we did get four kiosks for the price of one. He stated we would probably have some money going back into the Computer Rollover Fund; however, this may not be the case in the future.

Fiedler stated the library did get a letter from the county stating they would be providing $134,000 rather than the $138,000 that was requested. He stated this would probably be the trend over the next few years. He stated a lot depends on what the state decides to do about the property tax rollover issue. He stated the library would be exploring ways to obtain grants and hopes to generate more partnerships with the community. He noted other city departments had also been affected by the budget cuts.

Fiedler stated he would do his best to keep the Board informed about the library's budget.

Loconsole stated we should keep the "pedal to the metal" so that everyone knows what the library has going on. He stated that everything done to promote the library makes a difference.

Dwyer talked about a meeting she recently attended, and the decision was made to hold it at the library. She stated that any opportunity to recommend the library is a good thing.

Fiedler stated that real examples work much better when promoting the library. He stated that sharing is beneficial.

Fiedler stated the library would get through this. He stated we have a great staff and a wonderful Board.

Current Legislation Update:

Fiedler stated the remaining two House bills did not pass the funnel, which means we are in the clear this year; however, the caveat is they will probably be back next year.

Fiedler stated that IMLS funding had been stopped because employees had been placed on administrative leave due to the president's Executive Order. He stated there is a lawsuit going on to re-instate these employees. He stated there was no word yet on whether funds would be disbursed to the state. He stated the biggest worry was the potential of losing Bridges. He stated the library is still part of the RiverShare consortium, but losing Bridges would mean no access to many additional materials. He stated he is not sure if other libraries in Iowa have Overdrive. He noted that Bridges is used a lot by patrons.

Boeding stated she had to get creative when looking for audiobooks.

Fiedler stated he would let everyone know when he learns more.

Patio RFP Status:

Fiedler stated the deadline for submitting RFP's for the patio project is May 2, 2025. He asked the Steering Committee members to stay after the meeting for a brief update. He stated the plan is to have the Steering Committee meet and make a recommendation for the May 21, 2025 Board meeting. He stated that if everything goes well, the plan is for a kickoff meeting on May 27, 2025 with the selected firm. He stated the library could also start identifying funding sources for the project.

Channel 5 Update:

Fiedler stated that Channel 5 will end on April 30, 2025. He stated there had been no feedback from the public. He stated he and Stephanie would be attending a mediation meeting next Tuesday in Des Moines with our lawyer and Chad Yocom's lawyer. He stated there are a couple of different issues that will impact how we disassemble the channel. He stated we will wait to see what is better financially. He stated he would no more after next week's meeting.

Fiedler stated SkyCam is up and operating.

Outreach Coordinator Position:

Fiedler stated that Janna Brackey would be starting at the library on April 29, 2025 as its Outreach Coordinator. He stated she is familiar with RiverShare. He stated he feels she would be bringing positive energy to the library.

X25 Kiosk Update:

Fiedler stated that he received a call from Envisionware stating that the X25 Kiosk had been shipped. He stated the kiosk ordered from the previous ad was no longer available, so a different one was ordered with $1,000 deducted due to the error. He noted we are ahead of schedule with the installation of the kiosks. He stated the cost of the updated kiosk is slightly less with the discounts.

Fiedler stated three security cameras have been installed that look toward the bathrooms. He stated he hopes the installation of the cameras will help with the restroom issues the library has been experiencing. He noted the Police Department is doing more walk-throughs and periodically drives around the library.

Fiedler stated the library would be closed for Easter.

10. BOARD TRAINING

A. Presentation by Emerson Taylor on Summer Reading Program
Emerson Taylor was present to give a presentation on the Summer Reading Program, and he passed out information on the program. He noted the program is a work in progress. He stated this year's theme is "Color Our World" and would focus on the arts.

Taylor stated the SRP would be starting a week early this year and would last for seven weeks. He stated that each week would feature a different program.

Taylor stated there would be special programs, including a magician and a teen paint-along at the Black Pearl.

Taylor stated the library would be partnering with the Muscatine Symphony Orchestra for writing and storytelling week. He stated the library would also be partnering with the school district, which would allow orchestra students to participate in the SRP, and there would be an instrument "petting zoo".

Taylor stated there would be a presentation by the Eulenspiegel Puppet Theater. He stated there would also be a board game building activity with each of the kids leaving with a board game.

Taylor stated the biggest event would be the art festival at the end of the SRP. He listed the activities taking place that day.

Taylor stated the SRP was more expensive than in past years and explained why.

Taylor then stated that some of the programs would have two showings because attendance numbers are getting too big.

Taylor stated that his department was reaching out to corporate sponsors with the following titles:

Storytelling - $2,000
Novel - $1,000 to $1,900
Chapter - $500 to $1,000
Bookmark - $200 to $500

Taylor said he was thankful for the great response his department received. He stated the budget for the SRP is good. He stated some of the sponsorship money would be used for the art festival. He explained where the event would take place on the library property and noted that only the alleyway would be closed.

Dwyer asked if there was interest from other communities, and Taylor stated there were baby lapsit participants from Columbus Junction, Wilton, and West Liberty.

Taylor then explained the bar codes shown on the program he had handed out.

Taylor stated he wanted to put a plug in for the upcoming Nancy Drew event entitled "Get a Clue". He stated it would be held on May 2, 2025 from 6:00 to 8:00 p.m. at the library and was for all ages. He stated it would have a museum quality to it and would be an immersive experience. He stated the event is getting good press coverage.

Boeding asked if money would be accepted from all sponsors, and Taylor stated there were not many donations from small sponsors.

Fiedler commended both Becca Fillmore and Emerson for their work on creating a great program for the SRP.

Taylor stated that Becca got the ball rolling for the sponsorship requests.

Loconsole stated he felt the arts festival would be fantastic.

Taylor ended his presentation by stating his department was looking for volunteers.

11. OLD BUSINESS

12. NEW BUSINESS

A. Request to Approve New Notary Public Policy
Loconsole read the request as submitted.

Fiedler stated this was a boilerplate request, which would be placed in the policy manual. He stated that boundaries need to be set on what staff can notarize.

Truitt moved the request be approved. Seconded by Dwyer. All ayes; motion carried.

B. Request Approval to Create an Ad Hoc Nominating Committee for the FY27 Officers of the Library Board of Trustees
Loconsole read the request as submitted.

Fiedler stated that establishing an Ad Hoc Nominating Committee for filling the positions of President, Vice President, and Secretary was something that was discussed last year. He stated three people are needed for the committee, which could meet formally or informally. Those volunteering to serve were Loconsole, Odell, and Reed. He stated the committee would make its recommendations at the June meeting.

There was discussion concerning the LENA program.

Fiedler stated that Emerson and Becca were doing a good job of making activities in the Children's Department available to everyone.

Truitt moved the request be approved as submitted. Seconded by Comstock. All ayes; motion carried.

13. ADJOURNMENT
    Dwyer moved the meeting be adjourned at 5:34 p.m. Seconded by Reed. All ayes; motion carried.

14. NEXT MEETING
    May 21, 2025