City of Muscatine

LIBRARY BOARD OF TRUSTEES

Wednesday, May 21, 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 4:27 p.m. In addition to Loconsole, Board members present were Steve Truitt, Diana Gradert, Scott Comstock, Nora Dwyer, Mary Odell (Zoom), Diana Boeding, and Kraig Reed. Kevin Knox had an excused absence. Also present were Bobby Fiedler, Greg Benefiel, and Molly Garrett (Zoom).
2. APPROVAL OF AGENDA
   Gradert moved to approve the agenda as submitted. Seconded by Truitt. All ayes; motion carried.
3. APPROVAL OF MINUTES
   Comstock moved to approve the minutes of the April 16, 2025 meeting as submitted. Seconded by Reed. All ayes; motion carried.
4. RATIFY BILLS FOR PAYMENT
   Fiedler, referencing the bills for April 18, 2025, stated the entry on Page 3 for Lucas Communications in the amount of $1,762.53 was for the installation of the security cameras. He stated the library already had two cameras, which saved us some money.

   Fiedler, referencing the bills for May 2, 2025, stated the entry on Page 3 for Envisionware in the amount of $13,831.96 was for the final kiosk. He stated all the kiosks are now done.

Odell moved to ratify the bills for April 18, 2025 and May 2, 2025. Seconded by Dwyer. All ayes; motion carried.

Fiedler then gave an overview of the Trust Funds. He stated the General Fund is in good shape due to the six-month vacancy for the 28-hour position that has now been filled. He stated the library plans to purchase new materials from this fiscal year's budget. He stated there is about $25,000 to spend.

Fiedler, speaking in reference to the Computer Rollover Fund, stated a new switcher has been purchased from CTI for the audiovisual equipment in Room 301. He stated the cost would be approximately $2,900. He stated the fund will be down to about $14,000 once that purchase is made. He stated any remaining money would go back into the rollover fund, which may or may not happen. He stated more would be known on June 30, 2025.

Fiedler stated the Trust Fund is at about $170,000 and is in great shape.

Loconsole asked about the remaining funds going into the rollover fund.

Fiedler stated that when he asked about any extra money going back into the rollover fund, he was told by Finance Director Nancy Lueck that is typically what happens but if there is a shortfall, it might not happen.

Fiedler stated that on a positive note, the Legislature has not passed the property tax bill yet, which may help us in terms of next fiscal year's budget.

There was discussion concerning the Computer Rollover Fund as well as the budget shortfalls for the next fiscal year, which have been accounted for through budget cuts.

Loconsole stated this is the first time this has happened since starting the rollover fund. He further stated that he feels the Board is very well-informed about the library's budget.

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

   Benefiel stated that Jennifer Howell has been with the library for 25 years, and would be receiving her award at the city's ERC banquet in June.

   Loconsole asked if the Board had ever sent signed cards or if it was something that could be done.

Fiedler stated it would be done through the library's newly established Social Committee.

Gradert stated that Jenny is a great person to have at the library and explained why.

Benefiel stated she works in the Children's Department and is the library's local history expert. He also stated she has been doing more programming with Emma Stoffer.

8. FRIENDS' REPORT

Fiedler stated that the library's Outreach Coordinator, Janna Brackey, is looking at ways to promote the library, as well as the Friend's group, within the community. He stated the Friend's group has approximately 52 members and would like to see that number increase.

Dwyer asked what the goal was for membership, and Fiedler stated 100 members would be nice.

Boeding stated HNI has been in contact with Janna about having a booth at HNI's First Annual Hope Week to be held on the riverfront.

Fiedler stated Janna has been getting a lot of calls for participation in community events.

Reed suggested the Crossroads event that is held in the fall.

Dwyer suggested a booth be set up during the Women's Leadership activity.

9. DIRECTORS' REPORT

Fiedler stated that Channel 5 stopped broadcasting on April 30, 2025 with no feedback from the public, which is a good sign. He stated the library is now in the process of tying up all loose ends. Part of this process is declaring unused equipment as surplus. He stated that if anyone wants further information or would like to go over the details of ending Channel 5, a closed session could be held.

Dwyer asked Fiedler if he felt a closed session was necessary.

Fiedler stated that once the equipment is declared as surplus, the Channel 5 issue is closed. He stated that if a closed session was held, it would just be informational. He further stated that if anyone is interested in a closed session, let Loconsole know, and he will see if other Board members would be interested.

Fiedler stated that Janna Brackey began working at the library as Outreach

Coordinator on April 29, 2025, and she is doing a good job. He stated she would be out in the community as much as possible promoting the library.

Fiedler stated that Kathy Kuhl's last day is June 3, 2025, which is another part-time position. He stated that Kathy would continue to serve on the Friend's Board. He stated that she did a really nice job for the library.

Fiedler stated the decision was made not to fill Kathy's position. He stated he feels that Janna and the Youth Services staff could fill Kathy's roles.

Fiedler stated the last kiosk was installed. He stated new kiosks would not be needed for quite a while.

Fiedler stated that Kevin Knox accepted a job in Davenport and had resigned from the Board. He stated that Stacey Beatty would be replacing Kevin beginning with the July meeting. He also noted that Loconsole and Truitt would be re-upping their time on the Board as well.

Boeding asked where Beatty was teaching, and Comstock answered that she teaches sixth grade at Jefferson, noting that she is passionate and very dedicated.

Fiedler stated that state funds were cut, but they would have a minimal effect on the library. He explained what services would be impacted by the cuts.

Fiedler stated the library has had a lot of programs taking place over the last month or so. He stated the Nancy Drew event was attended by approximately 150 people, both young and old. He stated that the staff put in a lot of work to make the event a success.

Fiedler stated that Becca Fillmore did the Summer Reading Program's painting on the front windows of the library.

Fiedler stated Youth Services has YouTube up and running. He noted that some Channel 5 items from the archives will be available on YouTube as well.

Fiedler stated that Emerson Taylor brought in a yoga instructor for baby yoga classes that had about 30 to 35 participants each time. He stated the plan is to bring the activity back once a month following completion of the Summer Reading Program.

Fiedler stated the library would be closed on Sunday and Monday in observance of the Memorial Day holiday.

Fiedler reminded everyone to have their nominations for President, Vice President, and Secretary to the Nominating Committee prior to the June meeting so that appointments can be made.

Loconsole asked if the Nominating Committee required a quorum, and Fiedler answered no.

Fiedler stated the library got an internet upgrade from MP&W, increasing bandwidth by 600%.

Fiedler stated the Channel 5 lease with MPW was canceled, leaving them with $15,000. He stated that in exchange for that money, MPW requested it be named for sponsorship of the Summer Reading Program for the next three years.

There was discussion about the library stats.

Loconsole suggested the stats be displayed in a place where the public can view them.

Fiedler stated the library was going to start doing an annual report, which would help get the stats information out.

There was discussion about the Rocket Languages service.

10. BOARD TRAINING

A. No Board Training

11. OLD BUSINESS

12. NEW BUSINESS

A. Request to Approve Surplus of Remaining Channel 5 Broadcast Equipment

Loconsole read the request as submitted.

Truitt moved the request be approved. Seconded by Dwyer.

Boeding asked if the money would go back to the library, and Fiedler stated this information would need to be discussed in a closed session.

Loconsole stated he feels confident that the Channel 5 issue would be closed with this action.

Vote - All ayes; motion carried.

B. Request to Approve Library Systems & Services LLC Collection Management Fee and Onsite Annual Review

Loconsole read the request as submitted.

Fiedler stated this is more or less a pro forma action because it is done every year. He stated LS&S is used for selecting and working with vendors. He stated it is much more cost-effective to utilize their services. He stated an onsite annual review is typically done every year; however, this year we have requested the review not take place, allowing us to credit that amount into next year's collections budget.

Gradert moved the request be approved. Seconded by Comstock. All ayes; motion carried.

C. Request to Enter Into Agreement with Bolton & Menk for Design Services at the Musser Public Library & HNI Community Center

Loconsole read the request as submitted.

Fiedler stated the Selection Committee met last week and went over the different RFP submissions for the patio project. He stated that four were received, but one was disqualified for leaving out a dollar amount. He stated that of the three remaining choices, ranging from $15,000 to $48,500, the Committee made the recommendation to approve the bid proposal from Bolton & Menk in the amount of $15,000. He stated it would be an aggressive timeline.

Fiedler stated the Board would have the opportunity to review the final design and estimated cost before it is submitted for approval. He stated it would take two to four months to complete the design work. He stated today's action is just for the design process and there is no other obligation beyond that. He asked the Board if they were willing to pay the $15,000, which would be funded through the Trust.

Fiedler stated he felt it would be a good idea to move forward with the project. He stated it would give the Board the opportunity to see if they want to move forward with the patio project.

Loconsole stated the Selection Committee was mindful of the $15,000 price tag. He stated the benefit of today's action is that the project does not have to proceed if it is too costly. He stated he feels the area for the proposed patio is a good functional space.

Dwyer said she feels Fiedler did a good job and concurred with Loconsole.

There was discussion concerning the difference in the bid amounts that were submitted.

Dwyer asked Fiedler if he felt Bolton & Menk felt better about working with the city because of its experiences with the city.

Boeding liked reading in the bid documents about projects they had done for the city.

Gradert moved to approve the request as submitted. Seconded by Boeding.

Fiedler stated he feels that development of the patio would be a great way to finish the library campus.

Reed stated that he missed the Selection Committee's last meeting, but he would also have made the same recommendation. He stated that, given their history with the city, he feels it was a good match.

Vote - All ayes; motion carried.

13. ADJOURNMENT

Reed moved the meeting be adjourned at 5:22 p.m. Seconded by Truitt. All ayes; motion carried.

14. NEXT MEETING

A. June 18, 2025