City of Muscatine

LIBRARY BOARD OF TRUSTEES

Wednesday, June 18, 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, Kraig Reed, Diana Boeding, Nora Dwyer, Mary Odell, and Diana Gradert. Kevin Knox had an excused absence. Also present were Bobby Fiedler, Greg Benefiel, and Molly Garrett (Zoom).
2. APPROVAL OF AGENDA
   Odell moved to approve the agenda as submitted. Seconded by Comstock. All ayes; motion carried.
3. APPROVAL OF MINUTES
   Truitt moved to approve the minutes of the May 21, 2025 meeting as submitted. Seconded by Reed. All ayes; motion carried.
4. RATIFY BILLS FOR PAYMENT
   Odell moved to ratify the bills for May 16, 2025 and June 6, 2025. Seconded by Dwyer.

   Fiedler, referencing the bills for May 16, 2025, stated that on Page 2 there are several entries for Walmart, which were for supplies for the Children's Department activities, as well as a camera. He stated the camera would allow programming activities to be placed on YouTube.

Fiedler stated that on Page 3 were entries pertaining to Channel 5. He stated the fees included the cancellation fee for Boxcast, which would be cheaper to pay in the long run, the last monthly fee for Boxcast, and the fee for archived storage. He stated that Channel 5 is pretty much closed out now.

Fiedler, referencing the bills for June 6, 2025, stated that Page 1 contains an LS&S entry for $51,480, which is the annual fee for Fiscal Year 2025/2026. He stated this is the fee that is paid out every year for collection and development. He stated the on-site visit would not be taking place this year and the fee for that service rolled over into the collections budget.

Odell asked what the on-site visit entailed.

Fiedler stated they do an on-site analysis, make recommendations, and spruce up the collections to improve selections. He stated it is nice to talk to them about priorizing our collections. He stated it may not be necessary to have them do a site evaluation every year.

Fiedler stated that on Page 2 is an entry for LS&S, which is the most recent bill for materials. He stated their bills would be bigger for the next few weeks.

Fiedler, speaking in reference to the fund statements, stated the General Fund has about 13% left due to the reallocation of funds to LS&S and an additional expenditure of $10,000 for new databases. He stated the three databases are Consumer Reports, Morning Star, and Kanopy. He stated they would be available beginning July 1, 2025.

Dwyer, speaking in reference to the camera purchase, asked whether the one for Channel 5 was not usable.

Fiedler stated it was old and not user-friendly.

Odell, speaking in reference to the Morning Star database, asked if it would be reviewed next year, and Fiedler answered yes.

Fiedler noted the databases are remotely accessible.

Dwyer stated she tried Rocket, but it was difficult to locate.

Loconsole recommended an email be sent to Board members with the links to the new databases.

There was further discussion about showcasing what the library currently has.

Fiedler, speaking in reference to the Trust Fund, stated funds would be reduced following the $15,000 deduction for the patio design. He noted the Trust Fund has been slowly building over the past year.

Fiedler, speaking in reference to the Computer Rollover Fund, is currently at $17,000,and the cap is $50,000. He stated it would not be known if any funds would go back into the fund until the end of this fiscal year.

Vote - All ayes; motion carried.

5. RECEIVE COMMUNICATION

6. COMMUNICATIONS - CITIZENS

7. STAFF LIAISON
   Benefiel stated that Becca Fillmore, who works in the Children's Department, has been with the city for one year.

   Fiedler stated she was doing a great job and Benefiel agreed.

8. FRIENDS' REPORT
   Fiedler stated the minutes for the Friends Board meeting were not available for submission to the Board at this time and explained why. He stated the Friends group is putting together a press packet to use as a recruitment tool. He stated that Janna Brackey is working to promote the Friends agenda. He stated they are looking at different Summer Reading Program events that they could participate in.

   Loconsole stated his family would be holding its annual lemonade fundraiser soon, and it would be great if information about the Friends group could be handed out.

9. DIRECTORS' REPORT
   Swatting Incident Update:

   Fiedler talked to the Board about the recent bomb threat that took place at the library. He stated that staff did an incredible job in responding to the threat by following the library's emergency procedures. He stated the Police Department has been a great partner in this matter. He stated that everyone involved since the call was received had been very supportive. He noted that Human Resources Manager Stephanie Romagnoli held a meeting with library staff the following morning.

   Fiedler stated the Police Department had been following up with the staff employee that took the call and who received a direct threat from the caller. Given the seriousness of the event, the library experienced the best possible outcome. He noted that patrons that were at the library when the call was received were very complimentary of how staff handled the event.

Fiedler stated the Police Department is periodically providing a police presence in the library and has increased its patrol around the building. He stated the Police Department had indicated that bomb threats at libraries are very unusual.

Truitt stated there are so many apps out there now that allow people to generate fake telephone numbers.

Loconsole stated the library's response to the event was amazing.

Fiedler stated the library has to take calls like this seriously. He stated he would be sharing more information with staff at its All Staff meeting tomorrow morning.

There was further discussion concerning the bomb threat.

Garrett stated that employees worry about whether they did a good enough job, so hearing that you care is going to be fabulous for our employees. She stated that employees don't always feel confident in their decisions when dealing with this type of event.

Loconsole stated he feels the employees should be recognized, and Dwyer agreed.

Loconsole stated that perhaps Board members could pop in during staff training in the fall.

Fiedler stated the staff in-service day will be held this fall, and maybe the Board could do something then.

Summer Reading Program Update:

Fiedler stated the Summer Reading Program (SRP) is almost through Week 3. Staff stated it has been the best SRP since before the pandemic. He stated participation numbers had passed last year's numbers, and he was excited to see the numbers going up.

Garrett stated the magician's show was amazing.

Fiedler stated the larger programs are now held twice a day.

Boeding stated that SPARK starts next week. She stated it would be interesting to see the impact on the SRP.

Fiedler stated that Emerson Taylor was participating in SPARK this year.

Patio Update:

Fiedler stated the Steering Committee met with Bolton & Menk today for the kickoff meeting for the patio project. He stated there was discussion on the overall theme, goals, and possible obstacles. He stated they would be done with the design phase by the end of July or early August. He stated the Board would be taking action at its August meeting on whether to move forward with the project.

Fiedler stated that Bolton & Menk is a good firm to work with. He stated they could submit a plan that ties into the rest of the revitalization changes in the downtown area since they were part of that project.

Loconsole stated it was great to meet with them. He stated he was looking forward to seeing what they visualize. He stated he feels the proposed project could be something the library and community would be proud of.

Reed stated he agreed with Loconsole because of their previous work with the City of Muscatine.

10. BOARD TRAINING

11. OLD BUSINESS

12. NEW BUSINESS

A. Request to Approve FY2025/2026 Board Appointments as Recommended by the Ad-Hoc Nominating Committee:
*President - Tony Loconsole\
*Vice President - Steve Truitt
*Secretary - Kraig Reed
Loconsole read the request as submitted.

Dwyer moved to approve the request as submitted. Seconded by Odell.

Boeding stated she felt the Ad Hoc Committee did a great job.

Vote - All ayes; motion carried.

B. Request to Approve Annual Illinois Township Contracts for Library Services:
*Drury - $4,726.70
*Buffalo Prairie - $3,545.02

*New Boston - $2,614.83
Loconsole read the request as submitted.

Truitt moved to approve the request as submitted. Seconded by Comstock.

Fiedler stated the contracts provide library services to the residents who reside in the three townships. He stated citizens can come over and use the library; however, they cannot access RiverShare. He stated these agreements were entered into many years ago, and each year the fee is raised based on the cost of living, which is 3% this year. He stated that once the contracts are sent out, the library will find out if they want to continue with the library's services.

Boeding asked if the townships ask how many of its residents utilize the library services, and Benefiel answered yes.

There was discussion concerning ways to promote the library in these townships.

Dwyer stated it is her understanding that if a township chooses not to sign the contract, its residents are just out of luck. Fiedler stated the residents cannot get open access to the library because they reside in Illinois.

There was discussion about Fruitland, which now has a contract with the Letts library.

Vote - All ayes; motion carried.

13. ADJOURNMENT

Loconsole stated he would be absent from the July Board meeting and that Truitt would be acting on his behalf.

There was discussion about bringing "Book It" back.

Fiedler stated he is waiting to hear from the city attorney about scheduling a closed session to discuss Channel 5.

Reed moved the meeting be adjourned at 5:21 p.m. Seconded by Gradert. All ayes; motion carried.

14. NEXT MEETING

A. July 16, 2025