



City of Muscatine

LIBRARY BOARD OF TRUSTEES

Wednesday, July 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

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

2. APPROVAL OF AGENDA

Comstock moved to approve the agenda as submitted. Seconded by Reed. All ayes; motion carried.

3. APPROVAL OF MINUTES

Dwyer, speaking in reference to the minutes for the June 18, 2025 Board meeting, stated that in the first paragraph of the Director's Report, the minutes should be amended to show the Human Resources Director's job title. Fran Donelson stated she would make the change.

Dwyer moved to approve the minutes as amended. Seconded by Boeding. All ayes; motion carried.

4. RATIFY BILLS FOR PAYMENT

Before beginning his overview of the library bills, Fiedler introduced Stacy Beatty, who replaced Kevin Knox. He stated that she has been with the school district for 27 years. Everyone introduced themselves.

Fiedler explained to Stacy that he provides an overview of the bills each month, and told her to ask should she have any questions.

Fiedler, speaking in reference to the June 20, 2025 library bills, stated a lot of the entries were supplies for the Summer Reading Program (SRP). He stated that donations made to the SRP from local organizations went into the Trust, which explains why there were so many expenditures for the SRP.

Fiedler stated that Page #4 of the bills has the last entry for Boxcast, which is related to Channel 5. He stated it included a residual cost for storage and a partial bill.

Fiedler, speaking in reference to the library bills for July 7, 2025, stated they are pretty straightforward and contained a lot of purchases for the end of Fiscal Year 2025/2026. He stated the expenditure to CTI was for repair of the audiovisual equipment in Room 301.

Fiedler stated that on Page #2 there was an entry to LS&S, which was their last bill for materials. The entry was bigger because of the need to spend the funds in the General Fund.

Fiedler then gave an overview of the three fund balances.

Fiedler stated the General Fund ended up with about \$20,418 remaining. He stated that typically this money would be rolled over into the Computer Replacement Fund, but that is pending. He stated the city would determine how much of that remaining amount would roll over. He stated that if it does roll over, it will bring the Replacement Fund to approximately \$40,000, which has a cap of \$50,000.

Fiedler stated the trust fund is at approximately \$175,000, but that amount would be reduced when the Bolton & Menk charge for design services is deducted.

Dwyer moved to ratify the bills for June 20, 2025 and July 7, 2025. Seconded by Gradert. All ayes; motion carried.

5. RECEIVE COMMUNICATION

6. COMMUNICATIONS - CITIZENS

7. STAFF LIAISON

Benefiel stated the SRP is finishing up this week with an Arts Festival tomorrow from 5:00 to 8:00 p.m.

Boeding asked if it would be outside or inside.

Fiedler stated it looks like the weather is going to allow the event to be held outside. He stated the staff did a great job this year.

8. FRIENDS' REPORT

Fiedler stated the minutes from the Friends' June meeting are included in the Board's packet.

Fiedler stated the Friends group has a Charitable Endowment Fund. He stated that Emerson Taylor suggested the funds be used to establish a scholarship fund for high school students. He stated it is being looked into, and noted it would be a great thing to do.

Fiedler stated the Friends group has filed its bi-annual report with the Secretary of State.

Fiedler stated that Janna Brackey has been going out into the community sharing information about the Friends group. He stated they would have a table set up tomorrow at the Arts Festival event.

9. DIRECTORS' REPORT

Panic Button/Speakers Quote:

Speaking in reference to the swatting event, Fiedler stated a quote was received from Lucas Communications in the amount of \$3,422.07 for security hardware, which was followed by discussion.

FY 2024/2025 Budget Review:

Fiedler stated he hopes there will be approximately \$20,000 going back into the Computer Replacement Fund. He noted we are now in Fiscal Year 2025/2026.

Security Cameras Update/Vandalism Incident:

Fiedler stated that two boys caused damage to the restrooms. He stated the Police Department was able to identify them, and they were brought back to the library and their parents were called. He stated that both boys came back with their parents, wrote letters of apology, and provided a payment of \$50 each to help pay for the damages. He stated it was a good result for what happened. He noted that they are not allowed in the library through the remainder of the summer. He stated they may be allowed back in once school starts. He stated it was nice to receive apologies from the boys. He pointed out that the cameras worked.

Summer Reading Program Update:

Fiedler stated that tomorrow the finale for this year's SRP would be an Arts Festival to be held outside from 5:00 to 8:00 p.m. He stated various activities would be taking place and Hy-Vee and Scooters would be providing food and beverages.

He stated the program was good this year and had a good public response. He stated Emerson Taylor would be providing a full report at a future Board meeting.

Patio Update:

Fiedler stated the library is waiting for the design drafts from Bolton & Menk. He stated that once they are received, a recommendation will be placed on the Board's agenda for action. He stated that staff are looking at all funding opportunities.

Deaccessioning Project:

Fiedler stated the library had not done any weeding since moving into the building. He stated that staff weeded out approximately 10,559 items and 7,292 were added. He stated the weeding allowed for cleaner shelves, which is more appealing and allows more browsing. He stated the library has seen circulation numbers go up. He stated the weeding would continue to take place. He stated our current total of books is 241,199 of which 164,996 are downloadable. He further stated the library has a lot of items that are available through Bridges, RiverShare and now Kanopy and Freegal Music.

Garrett stated the weeding would now be done on a quarterly basis.

Dwyer stated the Book Club books have been nicely arranged.

Databases:

Fiedler gave a quick overview of the library's databases. He stated we are getting the information out to the public to let them know what the library has to offer. He then talked about other improvements that have taken place at the library and have been shared with the public.

New Board Member/Board Photo:

Fiedler stated that Beatty is filling a partial term, which will expire in 2029. He

stated she would be eligible to serve a full term at that point.

Fiedler stated plans should be made to get a new group photo for the website.

10. BOARD TRAINING

A. No Training This Month

11. OLD BUSINESS

12. NEW BUSINESS

13. ADJOURNMENT

Prior to adjournment, there was discussion about sustainability and the distribution of the Board Packets. Moving forward, Fran Donelson will be asking Board members if they want hard copies of the agenda packet.

Reed moved the meeting be adjourned at 5:06 p.m. Seconded by Gradert. All ayes; motion carried.

14. NEXT MEETING

A. August 20, 2025