



City of Muscatine

LIBRARY BOARD OF TRUSTEES

Wednesday, August 20, 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

President Tony Loconsole called the meeting to order at 4:30 p.m. In addition to Loconsole, Board members present were Kraig Reed, Scott Comstock, Diana Boeding, Diana Gradert, Nora Dwyer, Stacy Beatty, Steve Truitt, and Mary Odell (Zoom). Also present were Bobby Fiedler and Molly Garrett (Zoom). Greg Benefiel was not in attendance.

2. APPROVAL OF AGENDA

Beatty moved the agenda be approved as submitted. Seconded by Comstock.

Fiedler pointed out that under New Business, Item 12A should include the word policy after confidentiality.

Vote - All ayes; motion carried.

3. APPROVAL OF MINUTES

Truitt moved to approve the Board minutes for July 16, 2025. Seconded by Reed. All ayes; motion carried.

4. RATIFY BILLS FOR PAYMENT

Fiedler, speaking in reference to the July 18, 2025 library bills, stated that the entry to the Davenport Main Library on Page #1 is for digital storage of library's Grossheim collection. He stated the entry for EnvisionWare is for the maintenance agreement and other services they provide to the library.

Fiedler stated that on Page #2, the entry for CTI is for the technical maintenance agreement for Room 301. He stated the entry for Zoobeam was for the Beanstalk software used for the Summer Reading Program, and the entry for Unique Management was a service agreement.

Fiedler stated the entry for Mobius is for the annual delivery fee for RiverShare.

There was discussion concerning RiverShare as well as how the reduction of state funding affected the inter-library loans. Fiedler stated this reduction did not affect RiverShare.

Loconsole, speaking in reference to CTI, asked if new equipment would be purchased through them, and Fiedler stated the library would have to go out for bids.

Fiedler then explained some of the Facebook charges, which the library is disputing as fraud. He stated the library is getting a new charge card, and hopefully this will not happen again in the future.

Fiedler noted the Trust shows there were a number of items purchased for the Summer Reading Program.

Fiedler, speaking in reference to the August 8, 2025 library bills, stated that on Page 2 there are more programming fees for the Summer Reading Program as well as an entry for RNS, which pertains to Channel 5. He stated this should be the last bill the library sees for Channel 5 from RNS. He noted that MP&W was no longer charging the library a network connection fee for Channel 5.

Fiedler then gave an overview of the Trust funds. He stated the General Fund is on track for the current fiscal year and that the Trust fund will be reduced by about \$15,000 for the Boltom & Menk design services.

Fiedler stated that we are still waiting for the Finance Department to furnish the numbers from last year's fiscal budget that will be rolled over into the Computer Rollover Fund.

Comstock moved to ratify the bills for July 18, 2025 and August 8, 2025. Seconded by Dwyer. All ayes; motion carried.

5. RECEIVE COMMUNICATION

6. COMMUNICATIONS - CITIZENS

7. STAFF LIAISON

Benefiel was not present at the meeting; however, Fiedler did mention that the

library's Social Committee held a staff party on Friday at the library with those present enjoying pizza and games.

8. FRIENDS' REPORT

Fiedler informed everyone that Jim Nepple, a long-time supporter of Friends, passed away on July 25, 2025. He stated the group is looking at ways to show its condolences to the family.

Fiedler stated the Friends group is working on its Annual Report that will be used to showcase what they have done for the community and as a marketing tool.

Dwyer suggested something be included in the patio project to honor Mr. Nepple, and Fiedler stated he would bring that suggestion up at their next meeting.

Fiedler stated Friends is looking into creating a scholarship to be given out every year.

Fiedler stated a fall book sale would be held October 24-26, 2025 using the same format as last year. He noted that last year's book sale went very well.

Fiedler stated that Janna Brackey has been taking books to the Farmer's Market on Saturday as well.

9. DIRECTORS' REPORT

Closed Session:

Fiedler stated there would be a Closed Session at the October meeting. He stated any questions the Board has would be addressed then.

Open Meetings Training:

Fiedler stated the state passed a law that requires boards and commissions to take open meeting training. He stated the training would be about 1 1/2 hours and would go towards the Board's annual training. He noted that Beatty was required to complete the training within 90 days since she was a new Board member.

There was further discussion concerning the training.

Fiscal Year 2025/2026 Budget:

Fiedler stated that department heads have been meeting to figure out ways to generate new revenue and to come up with ways of saving money.

Loconsole asked if the City Administrator had any say in what was done, and Fiedler stated that ultimately it would be up to the City Council.

Loconsole then asked Fiedler about his initial thoughts about potential streamlining at the library.

Fiedler stated he would begin by looking at things that are used the least at the library, such as the databases, which cost the library approximately \$25,000 to \$30,000 a year. He stated hours could be cut, or the library could be closed on Sunday.

Beatty stated she would hate to see the library closed on Sunday.

Fiedler noted that closing on Sundays could affect the library's state status as well.

Dwyer asked about allowing volunteers to operate the library, but Fiedler said they would have to be paid.

Fiedler stated the library does have a few things it can do to save dollars but does not have a lot of leeway on what can be cut.

Loconsole asked if there were any dollars left from the sponsorship money received for the Summer Reading Program.

Fiedler stated there was money left but all the money went into the Trust. He stated that anything left over could be spent on other programming needs.

Loconsole stated his preference would be doing away with the databases and not staff hours. He stated he was wondering about opportunities for non-traditional revenue.

Fiedler stated that any cuts made would need to be sustainable over the long term.

Boeding asked what the library's hours were on Sunday, and Fiedler answered from noon to 4:00 p.m., which was followed by discussion.

Fiedler noted that cuts that could impact the library would continue to be made in future years.

September Board Training:

Fiedler stated that Emerson Taylor would be at the September meeting to give a presentation on the Summer Reading Program, which would be considered as training for Board members.

Patio Update:

Fiedler stated the Steering Committee met without Bolton & Menk present to discuss the preliminary designs. He stated he met with Moriah from the Community Foundation to keep her in the loop concerning the patio project.

Fiedler stated the Steering Committee met with Bolton & Menk on Monday to discuss the preliminary designs, and it was very productive. He stated that everyone is on the same page.

Fiedler stated the final design should be received by the end of this month, allowing the Board to authorize moving forward with the project at the September meeting. He stated if the Board chooses to move forward on the project design, the fund-raising process can begin. He noted that the designs are great.

10. BOARD TRAINING

11. OLD BUSINESS

12. NEW BUSINESS

A. Request to Approve Patron Confidentiality Policy 1.21.6 as Amended

Loconsole read the request as submitted.

Fiedler stated this action is necessary because AT&T will no longer allow the Polaris system to send out notifications to patrons via email to text. It became necessary for the library to identify a third party to send notifications out as texts. He stated the library has chosen to use Message Bee, noting the initial cost would be \$2,200 due to the setup fee and would have a yearly cost of \$1,215. He explained the need for the language change to the Patron Confidentiality portion of the Library Policy and the inclusion of verbiage on the website.

Odell moved the request be approved as submitted. Seconded by Reed. All ayes; motion carried.

B. Request to Approve Designation of Oscar Grossheim Digitized Collection as "Open Source" under the Standard Creative Commons Draft Language (initial discussion - vote at September meeting)

Loconsole read the request as submitted.

Fiedler stated this request is being submitted for discussion only at this time.

Fiedler stated that as part of its Strategic Plan, the library wants to make everything more accessible to the public. He stated that currently the library has the copyright for the Grossheim photographs. He stated that staff believe the Grossheims are really community property, and they want to make it easier for people to use this resource. He stated that under the digitized collection, anyone using a licensed image would need to attribute the photo to the original creator and indicate that the Musser Public Library is the copyright holder. He stated he feels this is the best way to let the public use the photographs and yet allow the library to maintain control. He noted the Board would be asked to vote on this request at its September Board meeting.

Garrett pointed out that once this action is taken, there is no going back.

Loconsole asked if this had been an issue in the past, and Fiedler explained the lengthy process for obtaining a copy of a Grossheim photograph.

Comstock stated it was his understanding that photographs could be used as long as they were not used to generate money.

Loconsole stated he liked the fact that this action aligns with the Strategic Plan. He stated that anyone with questions could bring them to the next meeting or reach out to the library for answers.

There was discussion about Creative Commons, which Fiedler stated was a non-profit organization.

Comstock asked how the library would deal with someone misusing the photographs, and Fiedler stated it would be handled through the city attorney.

Boeding asked how she could view the collection, and Fiedler stated they could be found on the library's website.

Garrett talked about other galleries that were coming. She stated the genealogy room would be opening soon, which would coincide with the opening of the first few galleries. She noted "Old Settlers" would be the first gallery posted to the website.

13. ADJOURNMENT

Dwyer moved the meeting be adjourned at 5:24 p.m. Seconded by Gradert. All ayes; motion carried.

14. NEXT MEETING

A. September 17, 2025