City of Muscatine

LIBRARY BOARD OF TRUSTEES

Wednesday, October 15, 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 Lonconsole, also present were Steve Truitt, Mary Odell (Zoom), Diana Gradert, Diana Boeding, Stacy Beatty (Zoom), Kraig Reed, and Scott Comstock. Nora Dwyer had an excused absence. Also present were Bobby Fiedler, Greg Benefiel, and Molly Garrett.
2. APPROVAL OF AGENDA
   Gradert moved to approve the agenda as submitted. Seconded by Comstock. All ayes; motion carried.
3. APPROVAL OF MINUTES
   Odell moved to approve the Board minutes for September 17, 2025. Seconded by Reed. All ayes; motion carried.
4. RATIFY BILLS FOR PAYMENT
   Fiedler, speaking in reference to the bills for September 19, 2025, stated that on Page #1 there was an entry for U-Line, which was for the purchase of a mirrored safety dome for the third floor conference room. He stated the entry for Otter was the yearly subscription that will help transcribe the old history tapes the library has in storage. He stated the entry for Bolton & Menk found on Page #4 was for the design of the patio project. He stated the last bill was just received. He stated that further down on the page is a charge to Menards, which was for

supplies for the Summer Reading Program.

Fiedler, speaking in reference to the bills for October 8, 2025, stated that on Page #1 there is an entry for reimbursement to him for program supplies. He stated he purchased these materials due to the library's credit card fraud issue.

Gradert moved to ratify the bills for September 19, 2025 and October 8, 2025. Seconded by Truitt. All ayes; motion carried.

Fiedler then gave an overview of the Trust Funds. He stated there is approximately 74% remaining in the General Fund, which is on track for the current fiscal year. He stated the Trust Fund shows approximately $173,533, which will be reduced by about $3,500 due to the final payment to Bolton & Menk for the patio project.

Fiedler stated the balance is up for the Computer Rollover Fund. He stated it now shows the remaining money from last year's fiscal budget that was rolled over into the fund. He stated it would be reduced by approximately $11,000 for the purchase of eight more PCs due to upgrade issues.

5. RECEIVE COMMUNICATION
6. COMMUNICATIONS - CITIZENS
7. STAFF LIAISON
   Benefiel stated that plans for the staff in-service day scheduled for November 14, 2025 are moving along.
8. FRIENDS' REPORT
   Fiedler stated the Friends' annual report had been completed and that he would get copies to everyone. He then stated the book sale is coming up on October 24-26, 2025.
9. DIRECTORS' REPORT
   Outreach Coordinator Position:

   Fiedler stated that Janna Brackey left the library for personal reasons and would be working full time as the Circulation Supervisor at the Rock Island Public Library. He stated she would be missed. He stated the woman who had also been interviewed for the position has agreed to fill it, and she will start on October 28, 2025.

   Boeding asked if she was a local resident, and Bobby stated she resides in Davenport, where her husband serves as the organist for the Episcopal Church.

   Baker & Taylor Acquisition:

Fiedler stated that Baker & Taylor, who was the primary distributor for libraries all over the United States, unexpectedly went out of business. He stated we have to find a new distributor, but we have LS&S to do that for us. He stated we would be going with Brodart and that it would take approximately two to three weeks to have everything up and going. He stated that we are in line to get an account with Ingram as well for a backup plan. Fiedler stated that at this time, popular materials are being ordered from Amazon. He stated the closure of Baker & Taylor came as a big surprise.

Computer Rollover Fund:

Fiedler stated the unspent monies from the last fiscal year were rolled over into the Computer Rollover Fund. He stated the amount rolled over was $45,000, bringing the total in the fund to $49,000, which has a cap of $50,000. He noted that moving forward it will be less likely that this money will be available, and it will be important that we spend all of it.

MessageBee:

Fiedler stated we had planned to go live with MessageBee on October 20, 2025; however, there are still modifications needed. He stated that we hope to have it in use by the end of the month.

Staff In-Service Day:

Fiedler stated the staff in-service day is November 14, 2025, and he invited the Board to join staff for lunch at the Pearl City Station.

Computer Replacement Plan:

Fiedler stated we are planning to buy eight new PCs. He stated money for this purchase would come from the Computer Rollover Fund.

State Annual Report:

Fiedler stated the State Annual Report is due on October 31, 2025. He stated that Greg is trying to get it in early this month because Baker & Taylor owns the software that is used for the report, which should be available until October 31, 2025. He stated that we want to avoid having to use paper copies.

Patio Project Funding Update:

Fiedler, speaking in reference to the patio project, stated the grant application to T-Mobile had been submitted. He stated we should know by the end of November if it was approved. If needed, we would have the opportunity to re-apply one more time this year.

10. BOARD TRAINING
There was no Board training.

A. No Board Training

11. OLD BUSINESS

12. NEW BUSINESS

A. Request to Approve Library Photo Policy 1.22 as Amended

Loconsole read the request as submitted.

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

Odell asked why this request was brought forward for Board approval.

Fiedler stated that we want the library's policy to be explicit when it comes to identifying minors in photographs in order to avoid issues in the future.

Brent Hinders, the City Attorney, who was present at the meeting, gave a further explanation on why this action was necessary.

Vote - All ayes; motion carried.

B. Request to Approve Calendar Year 2026 Library Closure Dates

Loconsole read the request as submitted.

Truitt moved the request be approved as submitted. Seconded by Gradert.

Fiedler stated there is one anomaly, and it pertains to the 4th of July holiday. He stated the city would be closed July 3rd as a paid holiday, which means the library would be closed on July 3rd and 4th. He stated library staff would be paid for July 3rd but would not be paid for July 4th.

Boeding stated it was her understanding the library would have the same number of holidays as the city but would have floating holidays, and Fiedler stated she was correct.

Vote - All ayes; motion carried.

13. CLOSED SESSION

A. This request to enter Closed Session per Iowa Code Section 21.5.1.a is to review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for that governmental body's possession or continued receipt of federal funds, and in accordance with Iowa Code Section 622.10 to discuss attorney/client privileged and attorney work product matters with legal counsel.

   Reed moved to enter closed session at 4:58 p.m. per the information shown above. Seconded by Boeding. All ayes: Loconsole, Truitt, Odell, Gradert, Boeding, Beatty, Reed, and Comstock. Motion carried.

14. ADJOURNMENT

    Boeding moved the meeting be adjourned at 5:30 p.m. Seconded by Truitt. All ayes; motion carried.

15. NEXT MEETING

A. November 19, 2025