



City of Muscatine

LIBRARY BOARD OF TRUSTEES

Wednesday, November 19, 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, also present were Steve Truitt, Scott Comstock, Diana Gradert, Diana Boeding, Nora Dwyer, Stacy Beatty, and Mary Odell. Kraig Reed had an excused absence. Staff members present were Bobby Fiedler, Greg Benefiel, and Molly Garrett.

2. APPROVAL OF AGENDA

Odell moved to approve the agenda as submitted. Seconded by Beatty. All ayes; motion carried.

3. APPROVAL OF MINUTES

Truitt moved to approve the Board minutes for October 15, 2025. Seconded by Comstock. All ayes; motion carried.

4. RATIFY BILLS FOR PAYMENT

Odell moved to ratify the bills for October 22, 2025 and November 4, 2025. Seconded by Gradert.

Fiedler, speaking in reference to the bills for October 22, 2025, stated the entry on Page 1 for Faronics was for the Deep Freeze software for public PCs. He stated the software returns the computers to a sleeping state. He pointed out that the library did order more brochures.

Fiedler stated that under the trust, there is a final entry for Bolton & Menk for the patio project.

Fiedler, speaking in reference to the bills for November 4, 2025, stated the entry for the satellite cable pertains to the Sky-Cam. He stated it is believed the camera is not properly grounded, and this cable will take care of that issue. He stated the computer fund shows the purchase of replacement computers, which will allow upgrades in October. He stated more computers might be purchased.

Dwyer asked for clarification regarding leadership training, and Fiedler explained what the training involved.

Beatty stated it was her understanding this training is required by the city but that the library has to pay for it, and Fiedler stated she was correct.

Fiedler then provided an overview of the Trust Funds.

Loconsole asked if the computer purchases would come from the Computer Rollover Fund and not the Trust Fund, and Fiedler answered yes.

Loconsole asked how things would look after the last computers are purchased, and Fiedler stated the library would be in good shape moving forward.

Fiedler stated the switcher and extender had been replaced in Room 301 at a cost of approximately \$3,500.

Garrett stated that right now everything is operating as it should.

Vote — All ayes; motion carried.

5. RECEIVE COMMUNICATION

6. COMMUNICATIONS - CITIZENS

7. STAFF LIAISON

Benefiel stated a new Outreach Coordinator (Nichole Colsch) was hired to replace Janna Brackey.

Benefiel then stated that staff wanted to thank the Board members for providing their meal for the in-service day.

Fiedler stated there was a lot of food.

Loconsole asked when the new employee started, and Benefiel stated her starting date was October 28, 2025.

Loconsole stated he has enjoyed the uptick in the library videos.

Beatty asked that the library keep school closures in mind when planning the next in-service day.

Fiedler stated Cara Eichelberger, a high school senior, attended the in-service day.

8. FRIENDS' REPORT

Fiedler gave an update on the Friends book sale that was held in October. He then stated there is another person interested in joining the Friends board.

9. DIRECTORS' REPORT

Outreach Coordinator Position Update:

Fiedler stated the new Outreach Coordinator, Nichole Colsch, started on October 28, 2025. He stated her husband is the organist at the Episcopal Church in Davenport. He also stated that she is pursuing her Masters at the University of Iowa.

Baker & Taylor Update:

Fiedler stated the library is next in line to get an account with Brodart. He stated he hopes that things will be back to normal at the library soon. He noted that we are setting up a redundant account with Ingram.

MessageBee:

Fiedler stated MessageBee seems to be doing well. He stated reports are received on a daily basis.

Annual Budget Planning Update:

Fiedler stated budget preparation would be different for the next fiscal year; however, the Board would probably not see the difference. He stated the city had hired a new finance director whose first official day was November 1, 2025, and he passed away the following Sunday. He stated a new finance director would not be hired until the budget season is over, noting the finance staff knows how to process the budget.

Fiedler stated the budget submission date for city departments was moved to December 29, 2025, but his would be ready sooner due to his presentation to the Board of Supervisors on December 4, 2025.

Fiedler stated the whole process may look different. He stated staff presentations will be shortened if they are held. He stated the city administrator stated the worst case scenario would be that last year's budget would be approved and amendments made if necessary. He stated he usually brings the library's budget to the Board in January and that he would still be doing that.

Staff In-Service Review:

Fiedler stated the in-service day was great. He stated the feedback from staff was positive. He stated it was a long day, and we may not hold so many tours at future events.

Fiedler stated the dome is incredible. He stated Emerson is working with the Parks & Recreation Department for the dinosaur activity to take place there. He stated it would be the kick-off for the Summer Reading Program. He stated the dome has the capacity to hold 1,400 people.

Patio Update:

Fiedler stated that we are now ready to start fundraising for the project. He stated we should hear from T-Mobile by the end of November if our grant was accepted. He stated that if it is not approved, we would have the opportunity to submit the grant again by the end of December.

Fiedler stated the Steering Committee would be meeting prior to the start of the fundraising, and Odell would be the ex-officio of the committee.

State Annual Report Due October 31:

Fiedler stated the state report has been submitted.

Board Photograph:

Fiedler asked everyone to plan on getting the Board picture taken in January.

Odell, speaking in reference to the patio project, stated the Board would need to show 100% participation.

Fiedler stated he would ask the same of the staff as well. He stated the library needs to show support from the ground level.

10. BOARD TRAINING

11. OLD BUSINESS

12. NEW BUSINESS

A. Request to Approve Cancellation of December 2025 Board Meeting

Fiedler stated the library would be participating in the Jingle Mingle activity. He stated it would be handled the same as last year and that the Friends group would be present.

Comstock asked about the hours, and Fiedler stated it would be December 5, 2025 from 5:30 to 8:00 p.m.

Loconsole read Item 12A as submitted.

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

B. Request to Approve Travel, Lodging, and Registration Costs for PLA for Molly Garrett and Emerson Taylor in the Amount of \$3,911.12

Loconsole read the request as submitted.

Comstock moved to approve the request. Seconded by Truitt.

Garrett stated the Public Library Association (PLA) conference is held every two years, and it is a chance for libraries to have a specialized time for training and discussions.

Boeding asked how long the conference would last, and Garrett answered that it is usually three days.

Fiedler stated there is funding in the budget for this conference.

Odeh asked when the conference would be held, and Garrett answered April 1–3, 2026.

Fiedler stated he would like to send Emma Stoffer if there is enough money.

Fiedler stated he might be attending the ALA conference, and would ask the Friends for assistance if necessary. He stated we need to take advantage of the money while we still have it.

Fiedler stated the next ILA conference would be held in Cedar Rapids.

Vote — All ayes; motion carried.

13. ADJOURNMENT

Fiedler handed out the annual report for the Friends.

Dwyer moved the meeting be adjourned at 5:03 p.m. Seconded by Boeding. All ayes; motion carried.

14. NEXT MEETING

A. January 21, 2026