

**Musser Public Library Board of Trustees**  
**Musser Public Library, 408 E 2nd St**  
**November 18<sup>th</sup>, 2020, 4:30 pm**

**Roll Call**

**Present:** Pam Collins; Jane Daufeldt; Nancy Dew; Diana Gradert; Jarod Johnson; Anthony Loconsole; Jon Moravec; Bret Olson

**Absent:** Jeanett Martinez

**Guest:** Robert Fiedler; Chad Yocom; Mallory Moffitt, secretary

**Call to Order:** Gradert called the meeting to order at 4:32pm

**Approval of Agenda:** A vote on a new board member added to New Business, will need to ratify at the next meeting since it was not added to the agenda in time. Dew moved to approve the amended agenda; seconded by Loconsole; Motion passed.

**Approval of Minutes:** Dew moved to approve the minutes from September 16<sup>th</sup>; seconded by Daufeldt; Motion passed.

**Ratify Bills for Payment:** Olson moved to ratify the bills from 09/18, 10/02, 10/16, and 11/06 as presented; seconded by Johnson; Motion passed.

**Receive Communications:** No report

**Citizens Speak:** No report

**Staff Liaison:** A new page started last week, her name is Kylee Klimes.

**Friends' Report:** The Friend's Grossheim calendar has been printed. It went very well with Sycamore Printing, they have created a template for us that we will be able to use in the future. Kent sponsored the calendar; gave \$5000 in exchange for 500 copies. On sale for \$12.00. Available at the library and Chamber.

**Director's Report:** LS&S is implementing their new portal, LibraryIQ. We are trying to integrate it into our LEAN approach. It will help with selecting materials. Working with Joni on archiving materials for the Muscatine China Initiative. She does not want to work with either of the state schools so we will approach Grinnell to get help from a historian.

**Old Business:**

1. MPW Electric Car Charger Update - Currently in a holding pattern, MPW will let us know when they are ready to present the bid.
2. Option for Shared Catalog - Came to an understanding about the OCLC piece. We do not need to buy our own membership, LS&S has an account that they can use for us when it is needed and will save us \$9000+/year. Connie at Scott County Libraries (our consultant) is understanding of our concerns with the cost of OCLC and will work with the cataloging committee to select standards in a different way.

3. New Covid-19 Measures set by the City - Anyone in a city building is required to wear masks in public areas. Our staff is allowed to remove masks while they are at their desks or in other isolated areas. Voted on by Council. Have had no issues from our patrons.
4. Meeting Time – Follow-up discussion from last meeting. Ideas to consider before the next meeting: expedite the length of meetings to allow for a later meeting time, time limit of an hour, have more information in writing prior to meetings, or lunch hour meeting time. Bobby will create a survey for Board Members before the next meeting to find a solution(s).

**New Business:**

1. Update on Budget Process - Started working on the Budget with the new City Administrator, Carol. Turned in personnel portion on Friday with no major changes.
2. Video Outreach Program - We were contracting with Chad on a monthly basis for filming and broadcasting but State code does not allow us to pay city employees over a specific amount for something outside their regular position. He had been a part time employee in Housing, so we decided to hire him as a full time employee at the Library to enable us to continue filming/broadcasting. While working with finance, Nancy and Carol were concerned with conflicts of interest between Media Tree and library business. To combat this we are proposing making Channel 5 a library channel for everything we create in-house and additional programming that will support library missions. There will be an emphasis on adult programming (daybreak programs, health and fitness, Unity Health programs), emergent literacy, children's literacy, hobbies, League of Women Voters and other nonpartisan groups, and community enrichment. It will be quality information, entertaining, and unbiased. We will show Chad Lewis programs, we have rights to show these programs in perpetuity. Equal access, much cheaper for basic cable than it is for internet services (families are more likely to drop internet services when money is tight). Chad will continue to film other city programs that are not under contract with MCC, but these programs have not been defined yet. We have not yet worked out technical aspects with John Kreuzenstein. Will form a steering/advisory committee for programming.
  - a. Approval to take over Media Tree's Lease of Channel 5 from MPW - MPW reduced rent to \$300/month. Will be a commercial network, not a PEG Channel like MCC channel. The City provides funds for City Council meetings, City will not take support away from Channels 2 or 9 (PEGs). As a commercial network we are allowed to solicit sponsorships. Carol has talked to Gage to ensure legality.
  - b. Approval for the purchase of Media Tree's Broadcast Equipment - equipment currently housed at MPW. Will move to the City server room. Chad has agreed to a selling price, discounted 30-40% of the purchase price. Selling price ran through Cablecast (company used to broadcast) and Nancy for price fairness.
  - c. Approval for the purchase of Media Tree's Video Equipment - Some equipment will be used and some will be new. Anything not owned by us will be removed from the Library. This equipment will be used for Library programming only.
  - d. Proposed sponsorship contract – Contract was created by government attorney in regards to sponsorships. Programs will have message similar to PBS (i.e. "This program is brought to you by \_\_\_\_\_"). Will be presented at the next board meeting. Betty and Pam will go out to get sponsorships.

Broadcast equipment purchase will use \$15,000 from the Computer Rollover fund. Chad brought his own computer so we will need to get him a new computer and software (\$7,934) also from the Rollover fund. Computer Rollover fund starting balance: \$31,996.79, ending balance \$8,123.59. Production equipment will cost \$8,000; Bridge Renewal Savings will go towards \$4,380. We will ask Friends of the Library to cover the annual lease of \$3,600/yr. Everything else will come out of the Trust (starting balance: \$62,699.49, left with \$52,568.71). Total cost is roughly \$43,061.28.

Daufeldt moved to approve taking over Media Tree's Lease of Channel 5 from MPW, the purchase of Media Tree's Broadcast Equipment, and the purchase of Media Tree's Video Equipment; seconded by Johnson; Motion passed.

3. Approval of new Board Member - Scott Comstock, MCSD IT, will create another link with schools. Vote will be held at the next meeting due to time.

**Adjourn: 5:54pm**

Next Board meeting December 16<sup>th</sup>, 2020