

Musser Public Library Board of Trustees
Musser Public Library, 408 E 2nd St
December 16th, 2020, 4:30 pm

Attendance:

Present: Jane Daufeldt; Nancy Dew; Diana Gradert; Jarod Johnson; Anthony Loconsole; Jon Moravec; Bret Olson; Robert Fiedler

Absent: Jeanett Martinez

Guest: Mallory Moffitt, secretary

Call to Order: Gradert called the meeting to order at 4:29pm

Approval of Agenda: Daufeldt moved to approve the agenda; seconded by Loconsole; Motion passed

Approval of Minutes: Misspelled name, missing word. Loconsole moved to approve the corrected minutes; seconded by Olson; Motion passed

Ratify Bills for Payment: Olson moved to ratify the bills from 11/20 and 12/04 as presented; seconded by Dew; Motion passed

Receive Communications: No report

Citizens Speak: No report

Staff Liaison: No report

Friends' Report: As of December 16th we have sold 78 Friends calendars (\$936). There were about 2000 printed. Kent received 500 in exchange for sponsoring the printing.

Director's Report: We have been focusing on the budget and are just about done. Waiting on personnel numbers from finance, once we get those we will be able to formally submit everything. Pam is going to meet with Carol later in the week to go over the proposed budget. Staffing cost increases expected to be minimal. Left over funds from personnel are going to help purchase items for the Channel 5 transition (in addition to roll over and trust). Pam hopes that money from sponsorships can go towards any new staffing for Channel 5 beyond Chad; we will also use Enriched Iowa if needed. Budget hearing on January 30th but due to Covid the City has asked only department heads attend in person. We are not sure if there will be a call-in option. The Library has dropped the Go-To-Meeting subscription; we will be using Zoom moving forward.

Old Business:

1. **Meeting Time** - A survey was sent out before the meeting, all but one Board Member participated. The majority of votes (3) preferred the 5:00-6:00 meeting time with director report and additional materials available before the meeting.

Discussion: Even with materials provided ahead of time meeting could run long. Length of meeting depends on how meeting time is handled. No guarantee meeting will be over by 6pm. Daufeldt moved to establish the meeting time starting at 5:00pm beginning in January 2021

with reports submitted electronically beforehand and an understanding that meetings could go long; seconded by Johnson; Motion passed.

2. **Update on Channel 5** - We are meeting with Erica Cox at MPW later in the week to discuss the transfer of Channel 5 to the Library. We have started purchasing some equipment through the rollover fund that was discussed during the last meeting. Received draft sponsorship from attorney, will share prior to next month's meeting.

New Business:

1. **Channel 5 Steering Committee** - Pam has been calling to solicit input and is working on a formal description of what the committee will focus on. Will present at next month's meeting.
2. **Vote on New Board Member** - Scott Comstock, technology supervisor for the MCSD. Olson moved to approve Scott Comstock; seconded by Loconsole; Motion passed. Pam will reach out to the Mayor who will formally nominate Scott for Council to approve.
3. **Approve Holiday 2021 Schedule** - Modified the 2021 City Holiday Schedule to better reflect the Library open hours/days. Staff will need to take vacation for the Sundays of Memorial Day and Labor Day weekends and also New Year's Day 2022 (not federally observed Holidays). Library will be closed on Friday December 24th and Saturday December 25th; if staff wants December 23rd off (Federal Holiday) they can take vacation as it will not be a floating holiday. Dew moved to approve the 2021 Holiday Schedule with the revision of December 24th/25th instead of December 23rd/24th for the Christmas Holiday; seconded by Johnson; Motion passed.

Adjourn: Meeting adjourned at 5:00pm

Next Board meeting January 20th, 2021