

Musser Public Library Board of Trustees
Musser Public Library, 408 E 2nd St
January 20th, 2021, 4:30 pm

Roll Call

Present: Pam Collins; Jane Daufeldt; Nancy Dew; Diana Gradert; Jarod Johnson; Jeanett Martinez; John Moravec; Bret Olson

Absent: Anthony Loconsole

Guest: Greg Benefiel; Robert Fiedler; Mallory Moffitt, secretary

Call to Order: Gradert called the meeting to order at 5:02pm

Agenda: Daufeldt moved to approve the agenda; seconded by Dew; Motion passed

Minutes: Dew moved to approve the minutes; seconded by Moravec; Motion passed

Bills: Johnson moved to ratify the bills from 12/18 and 01/08 as presented; seconded by Daufeldt; Motion passed

Communication: No report

Citizen Speak: No report

Staff Liaison: Dealing with staff illness and staff injuries.

Friends' Report: The Friends were able to open their safety deposit box. They found 4 or 5 CDs that have matured and are now valued at \$74,900 and there are at least 228 HNI stock shares which could be about \$8000.00 (there may be more depending on when the stock split over the past several years). Pam and Xiaowen met with Charla today to discuss the option of housing the funds at the Community Foundation.

Director's Report: Pam met with Carol and Nancy about a tentative budget for Channel 5. Nancy feels that we cannot use any funding that was designated for the Library (with the exception of Chad's salary). She believes we have enough funding in our Trust account and Computer Rollover account to cover the expenses. Will be discussed in depth during New Business.

Old Business:

1. **Correction to the 2021 Holiday Schedule** – Easter Sunday was omitted on the previously presented holiday schedule. The Library is usually closed on Easter but it is not a paid holiday, staff can take vacation or make up the time. Day after Thanksgiving (Friday November 26th) is usually a Floating Holiday, if they work that day they earn a paid vacation day (i.e. floating holiday). Dew moved to approve the corrected holiday schedule for 2021; seconded by Johnson; Motion passed.
2. **Channel 5 Update** – Continuing daily programming with about 8-12 new programs per week. Purchased Chad Lewis programs to show on Facebook, they also seem to be okay with us showing them on Channel 5. These programs have had huge in-person attendance in the past. Showing them as part of the Winter Reading Program (theme: Superstitions) that will run from February 1st to March 15th. Library has a Bigfoot suit, staff will wear it for “sightings” throughout the community.

New Business:

1. **2021/22 Library Budget and Goals** – Budget hearing for the Library will be January 30th. Hearings are open to the public but due to COVID restrictions they want to limit in-person attendance. Every area except personnel is staying the same as what was budgeted for the current year. Dan is moving to fewer hours and Beth's position still open. Chad took Val's open position. Carol has approved personnel budget and it is unusual for council to go against City Administrator's approval. Goals for next year include: LEAN daily management system, processes on 1st floor/service desk, strategic plan, test site for new LibraryIQ software for collections, and Channel 5 production.
2. **2021/22 Channel Five Budget** – Looked into funding through the Friends of the Library but Nancy does not like the idea (little transparency), so we will fund the expenses through June 2021 using Enrich Iowa funds, the computer rollover, and the trust. Mary Wildermuth will be working for \$1000/month as a part-time program scheduler and other duties (not out of personnel budget) and there will be \$4000 for a part-time crew that will be made up of part-time library staff and former Channel 2 staff (as needed). We also want to add technology to allow anyone to view live via phone and computer apps or stream on-demand via an app on their TV. It will operate on the cloud so it will not bog down internet services at the Library. This will make Channel 5 programming available to those outside of the MPW service area as it will be independent of the cable system. Opens the door to a searchable video archive. Began talking to State about the project, there are grants for this kind of archival project. Support and maintenance will have an annual fee of \$4500 with an initial cost of \$8730. Sponsorships going towards programming will be easier to get with this new video on demand service (informational sponsorships including realtor images/videos, how-to videos, etc.). We're hoping this will pay for itself; it will not be paid out of Library funds. Not anticipating any funding until next fiscal year; expenses are estimated at \$20,100 for software support, channel support, and extra help that can be covered by money from the State (not budgeted). Johnson moved to approve to the purchase of the Video on Demand service and related equipment at \$8730; seconded by Dew; Motion passed.

Adjourn: Gradert adjourned the meeting at 5:53pm