

**Musser Public Library Board of Trustees**  
**Musser Public Library, 408 East 2nd St**  
**December 15th, 2021, 5:00pm**

**Attendance**

Present: Pam Collins; Scott Comstock; Jane Daufeldt; Diana Gradert; Jarod Johnson; Jon Moravec; Bret Olson

Absent: Nancy Dew; Anthony Loconsole; Jeanett Martinez

Guest: Greg Benefiel; Mallory Moffitt, secretary; Chad Yocom

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

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

**Approval of Minutes:** Olson moved to approve the minutes; seconded by Moravec; Motion passed

**Ratify Bills for Payment:** Daufeldt moved to ratify the bills from 11/19 and 12/03 with vendor correction to Carriage House Paper instead of Carriage House Carpet One; seconded by Johnson; Motion passed

**Receive Communications:** No report

**Citizens Speak:** No report

**Staff Liaison:** No report

**Friends' Report:** Friends are becoming more active. Planning a mini golf fundraising event in January. They would like to pay for more direct service type things like the Vox books and wheelchairs.

**Director's Report:** We have been working on the budget but do not have dates yet for the budget hearing, it is usually the last Saturday of January or first Saturday in February. Still working on a date for us, the Wilton and West Liberty libraries, and the consultant to meet. Chad spent time with Molly (Wilton Director) to talk about different ideas on how to partner our libraries through Channel 5 (opportunities for us to share equipment, editing services, lighting, broadcasting, etc.)

**Old Business**

1. **Channel 5 Update** - Tracking basic statistics for Channel 5. In November we had 166 different shows for a total of 870 air plays. The average show length was 33 minutes 37 seconds. We added 34 new programs, a little over 15 hours of programming. There were 205 total videos requested through smart phone/tv. The Library bought 2000 public domain commercials and 900 public domain movies. We will be showing 'Santa Claus Battles the Martians' during the Christmas season. Working with Cindy Olson to get sponsorships. The Channel 5 commercial has been running on other MPW channels. MPW had a deal for \$0.40/ad, bought by the Friends.
2. **Formally pass shortened weekend hours** - When Covid lessened and we went back to "normal" hours, we did not go back to our previous weekend hours. New hours are Monday-Thursday 10-9, Friday 10-6, Saturday 10-2, and Sunday 12-4. There have been no complaints or requests to go back to previous hours. We are open 60 hours a week and meet state standards. Johnson moved to continue with the current reduced hours, seconded by Olson; Motion passed

## New Business

1. **Goals for city budget** - There will be a discontinuation of some previous goals. We will be working with LibraryIQ for collection development and maintenance. In October 2022 we are getting a new product for the RiverShare catalog providing us with a lot more ways to educate our patrons and pull things together. LENA is going well; we found funding from the state but our program is not set up to scale. Considering how to deliver programs to the public: In building vs online? Channel 5 as a supplement to in person programming or separate?
2. **2022 holiday closure dates** - Closed December 31, 2021 and January 1st, 2022 for New Years. Floating Holidays (City closed but we remain open) are: President's Day, Veteran's Day, and the day after Thanksgiving. Closed Memorial Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day. The Library will be closed the Sundays before Memorial Day and Labor Day and Easter Sunday but staff will not be able to use holiday pay and will instead have to make up time during the week or use their vacation/floating holidays to get paid. Christmas and New Year's 2022/23 fall on a weekend. We will bring a full schedule to the next meeting.
3. **New marketing position** - We are looking for someone with a marketing degree to fill a limited/part-time position, there is currently someone on staff but not sure if she will want to take the position. Possibility of sharing someone with the Art Center.

**Adjourn:** Gradert adjourned the meeting at 5:54pm

Next Board Meeting January 19th, 2022