

Musser Public Library Board of Trustees

Musser Public Library, 408 East 2nd St

January 19th, 2022, 5:00pm

Attendance

Present: Pam Collins; Scott Comstock; Jane Daufeldt; Nancy Dew; Jeanett Martinez; Anthony Loconsole; Jon Moravec; Bret Olson

Absent: Diana Gradert; Jarod Johnson

Guest: Greg Benefiel; Mallory Moffitt secretary; Chad Yocom

Call to Order: Moravec called the meeting to order at 5:06pm

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

Approval of Minutes: Daufeldt moved to approve the minutes from December 15, 2021; seconded by Olson; Motion passed

Ratify Bills for Payment: Dew moved to ratify the bills from 12/17/2021 and 01/07/2022 as presented; seconded by Daufeldt; Motion passed

Receive Communications: No report

Citizens Speak: No report

Staff Liaison: We have been dealing with a lot of staff out. Our small staff had 3 people confirmed COVID, waiting to hear about one more. We were closed this past Sunday due to lack of coverage. Our policy is that staff remains out for 5 days after symptoms leave or 5 days after confirmed exposure with no symptoms/negative test. We posted a part-time (20 hours) marketing/assistant position, dealing with statistics that Chad collects and our webpage. We have an in-house person interested but there are conditions. This is not a new position, it was attached to Kimi's position but opened when she went part-time.

Friends' Report: Meeting next week. Mini golf fundraiser has been postponed due to COVID, will probably happen sometime this spring.

Director's Report: Finally got the camera installed on the roof. It is a 24/7 stream that will play on Channel 5 at certain times and will have its own stream available to the public in the next few days. We will likely find a sponsor for the camera and will name it accordingly. It is 20ft above the roof. Jerry's Outdoors (weekly show) will start showing tomorrow night. Working with Wilton on a show we'll be doing together. There is now a link to Channel 5 on the Library website. Dan will be hosting Musser

Movies. Met with the County Board of Supervisors, they are interested in hearing about how we can push Channel 5 out to the entire county. City budget meeting on Saturday, January 29, 2022, Daufeldt and Moravec will attend. We asked for an increase to increase the material budget back to normal. There is no need for a social worker on staff like the Davenport Library. Our community is too small and already has good social services available.

Old Business

1. **Formally pass 2022 Library Holiday Closure Dates** – Dates for Memorial Day closure are May 29-30. Olson moved to approve the 2022 Library Holiday Schedule with corrected dates for Memorial Day; seconded by Daufeldt; Motion passed.

New Business

1. **COVID Schedule** - We do not want to close for COVID again like we had to on Sunday but we need 3 people to remain open (1 children's librarian, 1 circulation staff, and 1 reference). We would rather close for a day to get coverage instead of closing for a few days. Pam will inform the board if there is another closure.
2. **Library Policy Review** – Every 3 years we renew our State Accreditation. By-laws will need to be updated but we can approve current by-laws to meet accreditation requirements. Nothing has changed in our policies or the employee handbook since they were last approved. Amend by-laws section III. Committees to read: Committees will be appointed as needed by the President. Daufeldt moved to approve the Circulation, Computer, Meeting Room, and Selection policies; the Musser Public Library Board of Trustees By-Laws with the amendment to the committees section; and the City of Muscatine Employee Handbook; seconded by Dew; Motion passed. There may be more things to pass at the next meeting for accreditation

Adjourn: Moravec adjourned the meeting at 5:52pm

Next Board Meeting February 16th, 2022