

Musser Public Library Board of Trustees
Musser Public Library, 408 East 2nd St
July 27th, 2022, 4:30pm

Attendance

Present: Scott Comstock; Jane Daufeldt; Nancy Dew; Robert Fiedler; Diana Gradert; Anthony Loconsole

Absent: Jeanett Martinez; Jon Moravec

Guest: Greg Benefiel; Mallory Moffitt, secretary

Call to Order: Loconsole called the meeting to order at 4:36pm

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

Approval of Minutes: Gradert moved to approve the minutes from June 15, 2022; seconded by Comstock; Motion passed.

Ratify Bills for Payment: Dew moved to ratify bills from 06/17 and 07/08 as presented; seconded by Daufeldt; Motion passed.

Receive Communications: No report

Citizens Speak: No report

Staff Liaison: Been busy for staff. Now in the last week of Summer Reading.

Friends' Report: Group has selected a new logo and are still working on their website. Website will be modeled after the Library's website but will not be a copy. Planning a mini golf indoor tournament in September. Voted to proceed with sale of stocks.

Director's Report:

1. July 31 is the deadline for submitting the paperwork to receive Enrich Iowa Funds. They will be put into the Trust.
2. Chad took an unexpected leave of absence two weeks ago. He is going to be gone through at least September 12th. Channel 5 is running hundreds of hours of programming on loop. Bringing back new programming in the fall. Chris Cook is going to train with Chad when he returns.
3. Library Board of Trustees minutes and agendas will be on the Library's website now. Also posted by-laws, city ordinance, and a link to the City's page for board applications.
4. Posted Assistant Director position at the beginning of the month, it closes on July 29th. Bobby will pick up applications on Monday. Bobby, Greg, Betty, and a board member will conduct the interviews.
5. Summer reading finale People Powered Parade and bubbles in the parking lot on Saturday, July 30th at 9am. Emerson Taylor has started a few programs including Take-a-Picture podcast, and wants to start a group for families to discuss IEPs.
6. Had our annual meeting with LS&S. We discussed how we want to allocate funds for the coming year, they will present their suggestions for dollar amounts for the different collections. Working on weeding processes and schedule. They also presented a LibraryIQ software overview.

7. Attended the 1971 time capsule opening at the Stanley Center. Time capsule contained everything from the 1901 time capsule. Included, "Don't let your children read too much" and listed fines at \$0.02/day. Also had German language newspapers in pristine condition. We want to have the items on display for a while before they re-bury the new time capsule. Working on the China Archives again with Joni Axel, Renee Britt at MCC, and contacts at the State Archival Society.
8. Setting up a schedule to review policies moving forward during board meetings.
9. Received our State Accreditation. Press release going out soon.

Board Training: IA Learns Software - State Library Education Academy. Classes count towards 5hr of training required for Board Members every year. Offers both live courses and asynchronous courses.

Old Business

1. **Flag Pole Update** – Received quote of \$8000 (not including electrical) to install new pole. Bobby will investigate possible funding options through collaborating with Building and Grounds, Friends, VFW, etc. Need to determine the cost of the flag.
2. **Channel 5 Funding Discussion** – Decided to put a hold on going out for sponsorships. Expenses are covered by the Trust (Enrich Iowa) for the current fiscal year, allowing time to determine rules. It costs just over \$13,000 a year to run the station, Chad's salary is guaranteed through the City but all other costs are not. Openly accepted sponsorships would be entered into an enterprise fund which the City is opposed to.
3. **New Board Members Update** –Board reached a consensus to recommend Truitt and Odell to the Mayor.
4. **Review preliminary FY22 expenditures and proposed adjustment to the Library Trust** – The general budget for FY21-22 was over by \$31,889.53. Pam had asked LS&S to purchase an additional \$22,000-23,000 of new materials. After talking to Finance, they have decided if the Library uses \$22,000 from the Trust to cover the cost of the new materials this would satisfy their budget requirements. Computer rollover fund will be the same as it was. Daufeldt moved to pay the \$22,000 out of the Trust to the City to settle the overage in the budget; seconded by Dew; Motion passed.

New Business

1. **Review and Approve Confidentiality Policy** – Our policy is comparable to other libraries. Reviewed, no changes made, and approved.
2. **Police Department Training Request at Library** – The Police Department requested to hold sobriety test training in Room 301 during normal business hours. Fiedler presented the option of closing the 3rd floor to patrons. Gradert moved to allow the Police Department to use the Room 301 and close the 3rd floor for the training; seconded by Comstock; Motion passed.
3. **Library Director Position Update** – Daufeldt moved to promote Robert Fiedler from Interim to Permanent Director, pending completion of a satisfactory 90-day performance review on or around September 1st; seconded by Gradert; Motion passed.

Adjourn: Dew moved; seconded by Comstock; Loconsole adjourned the meeting at 6:13pm

Next Board Meeting August 17th, 2022