

Library Board of Trustees

June 19, 2013

Library Conference Room

Present – Compton, Gordon, Moravec, Regennitter, Stelzner, Wojtecki

Absent – Dew, Knoernschild, Olson

Staff – Anderson-Peck, Benefiel, Collins

Friends Rep – Gabbard

Guest – Chris Steinbach

Call to Order – President Wojtecki called the meeting to order at 4:32 p.m.

Approve Agenda – Gordon moved to approve the agenda as amended to move the New Business presentation from Chris Steinbach to before the approval of the minutes. Second by Stelzner. All ayes. Motion carried.

New Business

Bike Rack – MCSA Deputy Director Chris Steinbach addressed the Board regarding the bike rack located on the outside wall of the Library building which was installed several months ago. The MCSA donated this rack to the Library after realizing that they didn't have room for it on their own building. Steinbach asked the Board to approve putting a memorial plaque on the library's bike rack in honor of Amy Meyer, a local teacher who died of cancer several years ago. Discussion was held. Action was tabled until the Board has a chance to review previous Board minutes when this subject was discussed, as well as the Library Policy on gifts and memorials.

Approve Minutes – Compton moved to approve the minutes of May 15, 2013 as written. Second by Stelzner. All ayes. Motion carried.

Ratify Bills for Payment – Regennitter moved to ratify the following bills for payment. Second by Stelzner. All ayes. Motion carried.

6-7-13 \$27,650.29

6-21-13 \$ 9,205.29

Citizens Speak – Nothing to report.

Staff Liaison – Benefiel reported that numbers were down this year for Fine Free Week. Summer Reading is in full swing and the Circ desk has been very busy.

Friends Report – Gabbard reported that the June Friends meeting was postponed for one week due to a lack of a quorum last week.

Director's Report – Collins turned in her written report and discussion was held. In addition, she advised the Board that she has decided not to run for a seat on the School Board. Collins also reported that we are very close to the end of the Fiscal Year and it looks like we will be able to leave some money to roll over into the computer replacement fund.

Collins presented a card and gift certificate to outgoing Board member Dianna Stelzner, whose last meeting is today.

Old Business

New Board Member – The Mayor will appoint Travis Sheets to replace Dianna Stelzner on the Library Board of Trustees. Sheets is currently Senior Counsel at HNI Corp. and also serves on the MCSA Board. He has fundraising experience and also has been part of Leadership Muscatine.

Poll Regarding Friday Hours – An email questionnaire was sent to everyone who receives the Library's email newsletter asking for feedback regarding the possibility of keeping the Library open until 8:00 p.m. on Fridays. We received 185 responses. Wojtecki will look over the data and bring his analysis to the next meeting.

New Business

Illinois Townships and Fruitland Contract Amount Increase – FY 2013-14 contracts will be sent to the Illinois townships and Fruitland on July 1. The increase for FY 2014-15 will not be determined until City of Muscatine union negotiations are completed within the next several months. Regennitter moved to advise the townships and Fruitland in the letter that accompanies the contracts that the increase for FY 2014-15 will be no more than 3% and that they will be notified by letter when the union negotiations are complete and the exact increase has been determined. Second by Gordon. All ayes. Motion carried.

LEAN Shelving – A very productive day was spent examining every step of the shelving process. Gordon facilitated and staff members were very engaged and enthusiastic. Several days later City Administrator Mandsager was invited over to see the results and to hear a report on the LEAN process as it applied to the shelving department. He was quite impressed and asked that we make a presentation to the City Council on a date to be determined. He felt that the Library could serve as an

example to the rest of the City departments as they go through their own LEAN processes.

Motion to Adjourn – Stelzner moved to adjourn. Second by Regennitter. All ayes. Motion carried.

The next meeting of the Library Board of Trustees will be on Wednesday July 17, 2013 at 4:30 p.m. in the Library Conference Room.

Respectfully submitted,

Peggy Gordon, Secretary

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