

**Library Board of Trustees**

**August 21, 2013**

**Library Conference Room**

**Present** – Gordon, Olson, Regennitter, Sheets, Wojtecki

**Absent** – Compton, Dew, Knoernschild, Moravec

**Staff** – Anderson-Peck, Benefiel, B. Collins, P. Collins

**Friends Rep** – Gabbard

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

**Approve Agenda** – Olson moved to approve the agenda as amended to move the Old Business item End of Summer Reading Season to before the approval of the Minutes. Second by Regennitter. All Ayes. Motion carried.

**Old Business**

**End of Summer Reading Season** – Betty Collins reported that a total of 1,145 youth registered for Summer Reading and they read a total of 25,900 books, which is 3,000 more books read than last year. We had 5,328 people attend the programs. The best attended programs for kids were the Family Storytime on the Town at the Transfer Station, paper bag puppet making, Dan Wardell, anti-bullying ventriloquist, and Pirate Carnival. Teens had the best attendance at the Keith Haring window painting event, the cooking event, and the historical scavenger hunt at Greenwood Cemetery. The Grand Finale with Bubba the Alligator was a huge success and brought in many people who we never see in the library. Betty received many expressions of gratitude from parents and grandparents for providing free, education-oriented programs during the summer.

On a related matter, Betty reported that Muscatine is one of 25 Iowa communities selected by Iowa Public Television for a new initiative to provide online educational resources for children, parents, and caregivers. Community members were invited by IPTV to an informational meeting held at the library today. Updates will be provided as things progress forward from the beginning stages.

**Approve Minutes** – Regennitter moved to approve the minutes of July 17, 2013 as written. Second by Olson. All ayes. Motion carried.

**Ratify Bills for Payment** – Gordon moved to ratify the following bills for payment. Second by Sheets. All ayes. Motion carried.

8-2-13        \$10,100.86

8-16-13        5,388.01

**Citizens Speak** – None

**Staff Liaison** – Benefiel reported that things have slowed down and that staff is enjoying the calm after Summer Reading. The Holds department is gearing up for its turn at LEAN on August 27.

**Friends' Report** – The Book Sale will take place on September 6 and 7 for the general public at the Muscatine School Administration Center. A preview for members of the Friends and school district employees will be on September 5.

The Friends approved a grant of \$1,426.92 to send Assistant Director Bobby Fiedler to the Polaris Users Group conference in Portland, Oregon in October.

**Director's Report** – Collins turned in her written report and added the following:

The CIP project request has been submitted and will be considered by the City Council during budget time.

A grant request will be written to the Community Foundation for funding of a Summer Reading software program. The program will enable easier and more precise record keeping for staff and would allow patrons to log on from home to record their books read.

**Old Business**

**Additional Friday Hours** – Staff has recommended that the library should close at 8:00 p.m. instead of 9:00 p.m. on Monday through Thursday due to very few patrons coming in during that last hour of the evening. Staff also recommends that three of those hours be moved to Fridays, keeping the library open until 8:00 p.m. rather than the current closing time of 5:00 p.m. and that one of those hours be moved to Sundays, opening the library at noon rather than the current 1:00 p.m. These changes will allow programming on Friday nights, with the plan being to alternate between adult, family, technology and teen programs each week. Having a consistent closing time during the week will also be less confusing to patrons.

Regennitter moved to close the library at 8:00 p.m. Monday through Friday and open at 12:00 p.m. on Sundays beginning on September 30, 2013. Second by Gordon. All ayes. Motion carried.

**Registration Policy** – Tabled.

**New Business**

**Solicitation of Gifts Policy** – Regennitter moved to amend the policy to read as follows. The soliciting of gifts from local merchants may be done at the discretion of the Director and gifts may be accepted at the discretion of the Director. Any individual gift with a value of more than \$1,000 or a collective value of more than \$5,000 may be accepted at the discretion of the Board. Second by Olson. All ayes. Motion carried.

**Travel Policy** – Collins recommended that the City of Muscatine Travel Policy be adopted in place of the current Library Travel Policy. Because the Library is a City department, we must adhere to the City's travel policy.

Gordon moved to drop the Library Travel Policy and to adopt and follow the City of Muscatine Travel Policy. Second by Sheets. All ayes. Motion carried.

**Motion to Adjourn** – Regennitter moved to adjourn at 5:42 p.m. Second by Olson. All ayes. Motion carried.

The next meeting of the Library Board of Trustees will be Wednesday September 18, 2013 at 4:30 p.m. in the Library Conference Room.

Respectfully submitted,

Peggy Gordon, Secretary

/ta