

**Library Board of Trustees**

**October 21, 2015**

**Library Conference Room**

**Present** – Daufeldt, Dew, Gordon, Gradert, Moravec, Regennitter, Sheets

**Absent** – Olson

**Staff** – Anderson-Peck, Benefiel, Collins, Fiedler

**Friends Rep** – None

**Guests** – Boesen, Lauren, Winters

**Call to Order** – President Daufeldt called the meeting to order at 4:33 p.m.

**Approve Agenda** – Dew moved to approve the agenda as presented. Second by Gordon. All ayes. Motion carried.

**Approve Minutes** – Gradert moved to approve the minutes of September 16, 2015 as written. Second by Dew. All ayes. Motion carried.

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

10-2-15        \$ 6,521.55

10-16-15      \$13,946.64

**Citizens Speak** – None

**Staff Liaison** – Benefiel reported that the reorganization of the circulation desk staffing continues to go very well, with circ staff spending more one-on-one time with the patrons.

**Friends Report** – None

**Director's Report** – Collins submitted her written report. She also went over the Trust balance sheet with the Board. It is easier now with the new software for the Finance department to give us these figures monthly. She also shared that our website hosting company has been less than attentive to our needs and that she and Fiedler are looking at other vendors.

## **Old Business**

**Building Program** – Winters, from Gere Dimer, and Lauren, from Paragon, gave a summary and wrap up including the conceptual plan overview, interior furnishing concepts, and site options. Winters talked about the site matrix questionnaire and discussed the results. The next step will be for Gere Dimer to compile and present their report. The Board agreed that it is too soon to hold a public forum or to start actively fundraising.

**Board Vacancy** – Several names were mentioned. The replacement needs to be a male who lives inside the Muscatine city limits.

## **New Business**

**Community Foundation** – Tabled until the next meeting.

**Budget Process** – Collins reported that the process is starting. Our budget will not increase except for personnel. Collins will talk about the library's goals and objectives next time.

**November Board Meeting** – Collins and the management team will be in Kansas City attending a workshop on collection development on the regularly scheduled date for the November Board meeting. The Board agreed to move the meeting from Wednesday November 18 to Thursday November 12.

The meeting was adjourned at 6:00 p.m. The next meeting of the Library Board of Trustees will be Thursday November 12 at 4:30 p.m.

Respectfully submitted,

Peggy Gordon, Secretary

/ta