

**Library Board of Trustees**

**December 21, 2016**

**Library Conference Room**

**Present** – Daufeldt, Dew, Gordon, Gradert, Moravec, Olson

**Absent** – Johnson, Regennitter, Wojtecki

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

**Friends Rep** – None

**Call to Order** – President Daufeldt called the meeting to order at 4:35 p.m.

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

**Approve Minutes** – Olson moved to approve the minutes of October 19, 2016 as written. Second by Gordon. All ayes. Motion carried.

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

11-4-16        \$ 4,427.90

11-18-16      \$12,358.86

12-2-16        \$ 4,298.51

12-16-16      \$ 6,014.70

**Citizens Speak** – None

**Staff Liaison** – Benefiel reported that the library will be closed Saturday December 24 through Monday December 26 for the Christmas holiday. On Saturday December 31 we will close early at 2:00 p.m. for New Year's Eve and will then be closed on Sunday January 1 and Monday January 2.

**Friends Report** – None

**Director's Report** – Collins reported that Gregg Mandsager and Randy Hill will attend all future meetings that we have with OPN Architects.

Collins handed out a list of Goals & Objectives for FY 2017-18. Discussion was held.

Library policies, especially the meeting rooms policy, will need to be revised in light of moving to the new building. Quinn Christianson is working on software to be used to allow groups and individuals to reserve meeting rooms online. We will see how other libraries handle online reservations to help determine what will work best for our patrons.

## **Old Business**

**Pending: New Building Publicity** – Our ad in Muscatine Magazine will be changed as we get closer to the opening date. Collins is working with the staff of the magazine on some eye-catching ideas.

**OPN** – The OPN design team has made none of the changes requested and seems to have a lack of interest in our project. They have given us no cost updates, which are needed in order to plan for a budget and fundraising. We will have Randy Hill be more involved in the future to help us get results from the design team in a timely manner.

**Steering Committee Meeting** – We will schedule a meeting in order to update the Steering Committee when we have the initial designs and a budget in place.

**Carver Trust** – Collins has had a preliminary discussion with Dr. Ross regarding funding. We do not want to delay too long to submit a grant proposal, however we cannot proceed until we receive updated cost figures from OPN.

## **New Business**

**County Funding Request** – Because Muscatine County has donated funds to the Wilton Library and the West Liberty Fairgrounds, it would not be out of line for us to request additional funding above and beyond the amount that is allocated yearly to Musser Library. Daufeldt moved to make a proposal to Muscatine County for capital funding in the range of \$20,000 - \$30,000 for the new building. Second by Gordon. All ayes. Motion carried.

**New Copy Machine** – The lease on the current work room copy machine is up in mid-January. Collins has gotten some pricing which is part of a bid with the Iowa Education System. The lease payment would be less and the monthly overage charges would be lower than what we have now. The vendor is Copy Systems, our current supplier, with whom we have been very happy.

**City Budget Request** – Collins and Fiedler met with Gregg Mandsager and Nancy Lueck to discuss the library's budget request for FY 2017-18. They presented a flat budget with a mere .04% increase and were assured that we would get the staffing we need for the new building. Our budget meeting with the City Council will be on Saturday January 28, 2017 at a time to be determined. We hope to have Randy Hill there to help

answer questions from Council. Board members are encouraged to attend. A meeting on Tuesday February 7, 2017 at 5:30 p.m. will be held to discuss how much money Council will give the library for the new building. This amount will be in addition to the usual yearly budget figure.

**New Building Café** – There is a kitchen area on the first floor that we will use to sell a range of pre-packaged food items and beverages. Collins has talked to Senior Resources about staffing the café on a volunteer basis, with no rent charged to them and a split of the profits. They are thinking it over. There are also other non-profit agencies, such as MCC, Muscatine Schools, Good Will and Crossroads, who could potentially partner with the library to run the café.

**Adjourn** – Gordon moved to adjourn the meeting at 6:02 p.m. Second by Moravec. All ayes. Motion carried.

The next meeting of the Library Board of Trustees will be January 18, 2017 at 4:30 p.m.

Respectfully submitted,

Peggy Gordon, Secretary