

## **Library Board of Trustees**

**January 18, 2017**

### **Library Conference Room**

**Present** – Daufeldt, Dew, Gordon, Johnson, Moravec, Olson, Regennitter

**Absent** – Gradert, Wojtecki

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

**Friends Rep** – Willits

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

**Approve Agenda** – Olson moved to approve the agenda as amended to table New Business item Library Mouse Videogame demonstration until next month. Second by Regennitter. All ayes. Motion carried.

**Approve Minutes** – Dew moved to approve the minutes of December 21, 2016 as written. Second by Moravec. All ayes. Motion carried.

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

1-6-17            \$7,633.27

1-20-17          \$6,442.93

**Citizens Speak** – None

**Staff Liaison** – Benefiel reported that staff is excited to participate in Staff Development Day at the new building on January 27. This will be the first opportunity for the majority of the staff to see the inside of the building.

**Friends Report** – Willits reported that the Friends will hold their 5<sup>th</sup> annual Trivia Night on February 3<sup>rd</sup> on the second floor at Boonie's. Cost is \$10 per person, with 8 people per table. Doors open at 5:00 p.m. and trivia will start at 6:00 p.m.

### **Director's Report**

**LENA Update** – Collins has some donors in mind who may possibly be interested in supporting our involvement with LENA. Pledges are needed to show LENA that we have a commitment from the community.

**Health Update** – Collins updated the Board on her recent medical procedure and expressed her optimism that it will help with the healing process.

**County Budget Meeting** – Collins and Fiedler will attend the annual budget meeting with the County Board of Supervisors on January 19<sup>th</sup>. Our request will include an additional \$25,000 to be used for the new building.

**Performance Measures** – Collins reviewed the comparison of performance measures over the past several years. These figures will be used for both our budget request to the City as well as the County.

**Harry Potter Yule Ball** – This was a new event held on December 31, 2016 for middle and high school students. It was quite successful and had good attendance for both sessions. We may add a similar opportunity for adults on New Year's Eve next year.

### **Old Business**

**New Building Update** – All furniture except for shelving will come from Allsteel. Nicole Willits of Allsteel has been a tremendous help to us in the area of choosing furniture. The next meeting with the OPN design team will be January 20 in Cedar Rapids and it is hoped that the team will have the requested changes ready to present at that time. Fundraising needs to begin in a low-key way. A bulk mailing was discussed.

**Budget Hearing with City Council** – Board members are encouraged to attend the hearing on Saturday January 28 at City Hall at approximately 11:00 a.m.

### **New Business**

**United Way AIM** – Collins represents the Library on the AIM (Aligned Impact Muscatine) Committee. The goals of AIM are to increase the percentage of Muscatine students who graduate from high school, to increase the percentage of post-secondary completion, and to increase training opportunities for adults to address unemployment and underemployment. It is important that the Library participates in supporting these goals. Olson moved to have Collins sign the Aligned Impact Muscatine agreement. Second by Regennitter. All ayes. Motion carried.

**Illinois Townships and Fruitland Contract Increase FY 2017-18** – The suggested increase for the Illinois Townships and Fruitland is 2.9%. This is based on the City of Muscatine's personnel increase for FY 2017-18. Regennitter moved to approve the contract increase of 2.9% for the Illinois Townships and Fruitland for FY 2017-18. Second by Moravec. All ayes. Motion carried.

**Library Policies** – Collins presented meeting room policies from the Bettendorf Library and the Ames Library as examples to help us modify our meeting room policy for the

new building. There are many aspects to consider and the Board was asked to think it over and come to the next meeting with ideas and concerns.

It is felt that we should have a Medical/Accident Event Policy to put in place guidelines for staff to follow when an accident or medical emergency involving a patron occurs. The City's insurance carrier will likely have some input in drafting this policy.

The Behavior Policy needs clarification in the area of soliciting/canvassing in the Library. Collins will speak to the City Administrator and City Attorney about this.

**Trustee Training and State Requirements** – There is a new Trustee Handbook online. When we move to the new building we will advance to being a tier one library, which means more State funding. Tier one classification requires 3-5 hours of Board training per year. There are several training options including online seminars and informal meetings with other Trustees in the state.

The meeting was adjourned at 6:25 p.m. The next meeting of the Library Board of Trustees will be Wednesday February 15, 2017 at 4:30 p.m.

Respectfully submitted,

Peggy Gordon, Secretary

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