

## **Library Board of Trustees**

**July 17, 2013**

### **Library Conference Room**

**Present** – Compton, Dew, Gordon, Moravec, Olson, Regennitter, Sheets, Wojtecki

**Absent** – Knoernschild

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

**Friends Rep** – None

**Call to Order** – President Wojtecki called the meeting to order at 4:30 p.m.

**Approve Agenda** – Olson moved to approve the agenda as amended to move the New Business Freegal demonstration to before the approval of the minutes, to add under Old Business discussion and possible action on a Capital Improvement Plan, and to add under New Business discussion on changing the policy for issuing library cards to patrons. Second by Gordon. All ayes. Motion carried.

### **New Business**

**Freegal Database** – Staff member Bobby Fiedler introduced and demonstrated Freegal, the newest product on our website. Patrons with a valid library card can log on to the library's website and go to the Books Movies and More tab to access Freegal, where they can download 3 free songs per week which are theirs to keep. Prior to downloading a song, the patron can listen to a 30 second clip to help determine if they want to download it or not. There are currently 10 million songs to choose from the Sony catalog. An additional 5 million songs will be available beginning on July 31. Also on that date patrons will gain the option to stream music for 3 hours per day. The State Library of Iowa has given us a 20% discount on the price for this year. As more RiverShare libraries join, the discount will be larger. During the first two weeks that we have offered this service, 77 patrons have downloaded 277 songs.

**Approve Minutes** – Regennitter moved to approve the minutes of June 19, 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 Dew. All ayes. Motion carried.

7-12-13      \$41,980.84

7-19-13

\$644.39

### **Citizens Speak – None**

**Staff Liaison** – Benefiel reported that illness and vacations have made life at the Circ desk quite stressful for staff during Summer Reading. The end is near, with the grand finale featuring Bubba the Alligator taking place on July 23.

**Friends Report** – The Friends did not meet in July. We have moved the book donations earmarked for their Fall Book Sale up to the janitor's closet in the workroom.

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

The small Muscatine County towns of Stockton and Conesville are not currently served by a library and may consider contracting with either Musser or West Liberty.

The small Johnson County town of Lone Tree may consider contracting with us as well.

Durant currently has a branch of the Scott County Library in their town, but they are thinking of pulling out of that system. Collins feels that it would not be in our best interest to bring them in as a branch of Musser and does not recommend that we go in that direction.

With the federal Affordable Care Act starting up soon, the reference staff has been gearing up for the anticipated questions from the public. We have numerous links to resources posted on the website. Our job will be not to answer the questions, but to point people in the right direction to find the answers.

The History and Industry Center has requested the use of Grossheim photos for an event they hope to sponsor in 2014 called Ghosts of Muscatine. They want to project images onto storefront windows and sides of buildings in downtown Muscatine, with people walking or driving a predetermined route to view them. They will be working with Sheila and hope to secure a grant for funding.

Collins will check with various vendors on the pricing to convert the collection to RFID. She hopes to ask the Carver Foundation for funding once a plan has been formulated.

### **Old Business**

**New Board Member** – Collins introduced Travis Sheets. He replaces Dianna Stelzner whose term has ended. Sheets is originally from Wilton and has moved to Muscatine with his wife and two year old daughter after living in several other states for 16 years. He is an attorney at HNI Corp.

**Analysis of Poll Regarding Friday Hours** – The results of the poll were negative. It is felt that the wording of the questions on the poll was not specific enough and this influenced the answers in a negative way. Collins presented two workable options for the Board to consider. With the start of the Affordable Care Act, we have been forced by the City to cut hours for 4 staff members who worked between 30 and 32.5 hours per week down to 29 hours per week. With the money saved in payroll costs we could add one hour to Fridays, staying open until 6:00, and keep the rest of the open hours the same. The second option would be to close at 8:00 p.m. on Monday through Thursday, add 3 of those saved hours to Friday, and add one hour to Sundays. This would make for a more consistent schedule for the public if we are open every night until 8:00 p.m. and would not cost us any more in payroll because we would be shifting open hours rather than adding an extra open hour.

The Board asked staff to keep a tally of the number of patrons in the building between 8:00 and 9:00 p.m. for a few weeks, showing the hour broken into increments in order to get an idea if traffic dwindles the closer it gets to 9:00 p.m. They would also like to have staff work up a schedule to see if Friday nights can be adequately staffed under both scenarios of being open until either 6:00 or 8:00 p.m. The Board will consider at the August meeting whether to change the open hours.

**Bike Rack** – Compton moved to not allow a memorial plaque to be placed on the existing bike rack that was donated to the Library from MCSA. Second by Regennitter. The vote was 7 ayes, 0 nays, and 1 abstention. Motion carried.

**Capital Improvement Plan** – The deadline for submitting the request is July 31. When evaluating our request, the City's criteria allows them to take into consideration any offer of help in funding the project. Gordon moved to pledge from the Trust 10% of the cost of the project up to and not to exceed \$10,000.00, provided the project includes the restructure of the primary entrance door to improve handicap accessibility, and removal of hardscaping. Second by Regennitter. All ayes. Motion carried.

## **New Business**

**Registered Sex Offender Policy** – State law prohibits the presence of sex offenders convicted of sex offenses against minors upon or within 300 feet of library property without the written permission of the library director. Staff does not look up people on the sex offender website unless we are told that they are on the list. We do not cut them out of having a card. They can designate someone to come in and use their card to borrow materials for them. Regennitter moved to approve the policy presented minus the paragraph regarding background checks for library staff and volunteers. Second by Gordon. All ayes. Motion carried.

**Library Card Holder Policy** – The Board asked that a specific addition to the current policy be presented at the next meeting that includes an authorization for Big Brothers/Big Sisters to obtain and be responsible for a card issued to their “Littles”.

**Motion to Adjourn** – Dew moved to adjourn at 6:25 p.m. Second by Regennitter. All ayes. Motion carried.

The next meeting of the Library Board of Trustees will be Wednesday August 21, 2013 at 4:30 p.m. in the Library Conference Room.

Respectfully submitted,

Peggy Gordon, Secretary

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