

**Library Board of Trustees**

**September 18, 2013**

**Library Conference Room**

**Present** – Dew, Gordon, Moravec, Olson, Sheets

**Absent** – Compton, Regennitter, Wojtecki

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

**Friends Rep-** Gabbard

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

**Approve Agenda** – Sheets moved to approve the agenda as amended to move New Business item Affordable Care Act to before the ratification of the bills for payment. Second by Gordon. All ayes. Motion carried.

**Approve Minutes** – Gordon moved to approve the minutes of August 21, 2013 as written. Second by Sheets. All ayes. Motion carried.

**New Business**

**Affordable Care Act** – Fiedler gave a brief demo of the page he has created on the library's website that provides links to the information that patrons need concerning enrollment for the Affordable Care Act. People will be able to enroll online or with paper forms which they can print off. Forms will be in both English and Spanish. Enrollment begins on October 1. Fiedler will attend a workshop at the State Library on September 19 and then will train reference staff on how to direct people to the information that they need. He stressed that staff may give info, but not advice.

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

9-6-13            \$18,571.96

9-20-13           8,815.18

**Citizens Speak** – None

**Staff Liaison** – There has been a rash of illness among staff, which has made staffing the desk challenging at times. The new hours start on September 30 and staff is gearing up for the changes in their schedules. The new open hours will be promoted as

the time gets closer.

**Friends Report** – The book sale held in early September brought in \$1,912.75. Afterward, some of the books were donated to local nursing homes, the Lock & Dam, and the county jail. The Quad City Times picked up all the left-overs for their garage sale.

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

The Buildings and Grounds department has sprayed the area of the library where the cockroaches were found. Betty was a big hit dressed as the Very Hungry Caterpillar at the Community Block Party held at the Y. The library has received good coverage lately in the Muscatine Journal.

### **Old Business**

**Friday Evenings** – The library will begin in October staying open until 8:00 on Friday nights. Each week of the month will have a different focus, with Adult programming on the 1<sup>st</sup> Friday, Children and Family arts-oriented programming on the 2<sup>nd</sup> Friday, Drop-in Technology Training on the 3<sup>rd</sup> Friday, and Teen programming on the 4<sup>th</sup> Friday.

**Games Exhibit** – The Playing Together Games exhibit opened to the public on September 16 and will run through the end of December. An invitation-only grand opening will be held on Friday September 27.

**Stockton** – For years it has been thought that the small Muscatine county town of Stockton was unincorporated. However, this is not the case. About 30 Stockton residents have a Musser library card, but since the town is incorporated we cannot serve them unless they contract with us. They are closer to the Walcott and Blue Grass libraries, which are both part of the Scott County Library System, and many of the Stockton residents use their Musser card at those two locations. That will become off limits to them as well unless they contract with us. The Board asked Collins to bring to the next meeting an estimate of what the contract fee for Stockton should be.

**LEAN** – The Holds department went through the LEAN process at the end of August. Nancy Medema, from the State Library and formerly the Circulation manager at Bettendorf, helped facilitate along with Peggy Gordon. Collins and Benefiel will make a presentation to the City Council on October 10 about the Library's experiences with the LEAN process.

**RFID** – After discussion, the Board informally gave Collins permission to meet with the Carver Foundation regarding funding for converting the library materials to Radio Frequency Identification (RFID).

## **New Business**

**Food and Drink Policy** – Collins will re-word the policy that was presented and bring it back to the next meeting for approval.

**Board Resignation** – Bev Knoernschild has turned in her resignation after serving four years on the Library Board of Trustees. Her replacement needs to be a female who lives within the city limits of Muscatine. Several names were brought up and Collins will approach them to determine their interest in serving on the Board.

The meeting was adjourned at 5:55 p.m. The next meeting of the Library Board of Trustees will be Wednesday, October 16, 2013 at 4:30 p.m.

Respectfully submitted,

Peggy Gordon, Secretary

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