

**Musser Public Library Board of Trustees**  
**Musser Public Library, 408 East 2nd St**  
**June 15th, 2022, 5:00pm**

**Attendance**

**Present:** Scott Comstock; Nancy Dew; Robert Fiedler; Diana Gradert; Anthony Loconsole; Jeanett Martinez; Jon Moravec; Bret Olson

**Absent:** Jane Daufeldt

**Guest:** Greg Benefiel; Betty Collins; Peggy Gordon; Mallory Moffitt, secretary

**Call to Order:** Gradert called the meeting to order at 5:00pm

**Approval of Agenda:** Loconsole moved to add Election of Officers for FY 22-23 to New Business; seconded Dew; Motion passed. Moravec moved to approve agenda as amended; seconded by Olson; Motion passed

**Approval of Minutes:** Olson moved to approve the minutes; seconded by Comstock; Motion passed

**Ratify Bills for Payment:** Added reports of overall totals for General, Trust, and Computer funds. Loconsole moved to ratify bills from 5/20 and 6/03 as presented; seconded by Dew; Motion passed

**Receive Communications:** No report

**Citizens Speak:** No report

**Staff Liaison:** Julie Lear had her last day on Saturday, June 11, 2022. She'll be back (she still needs to clean out her office).

**Friends' Report:** Group is building a website that will work together with the Library's; signed a contract with Big Imprint. Also working on a new logo, looking at the alternative logos that were created for the new building. Getting paperwork together for a stock sale.

**Director's Report:**

1. Purchased the AWE Computers discussed during last month's meeting for \$15,289, declined warranty. Must now decide what to do with the old computers.
2. Arts Council has started the Second Sunday Concert series, first concert was 6/12. Chad and Chris help with set up and filming. Concerts will be outside weather permitting. There was an informal request to have alcohol at events, Art Council decided against it.
3. LS&S is visiting the second week of July, there will be collection development discussions and weeding plans.
4. Adding a 15 minute training at each meeting to meet 5hour/year requirement for state accreditation.
5. Fiedler meeting with staff to work through transition.
6. Working with Kathy on a PR roadmap (social media, print media, etc.). Hosting two parades: July 4<sup>th</sup> children's parade starting at 9am and an end of summer reading EV charger ribbon cutting event.
7. Getting quotes for round tables for meeting rooms and for curbside pickup decals instead of the a-frame sign.
8. Stanley Center emailed about finding the 1971 time capsule. Bobby will attend and Channel 5 will film opening.

## Old Business

### Board Training

1. **Summer Reading** - Betty's first summer reading program was 36 years ago. This year's theme is 'Read Beyond the Beaten Path'. Once a week there is a different learning oriented experience event at the Library. Continuing early childhood programs during summer reading. Hosting mini story time at Infant Toddler Swim Tuesday morning at the Aquatic Center. Prizes for reading: YMCA day pass, knick-knacks, Scholastic paperbacks, coupons, etc.

### New Business

1. **July Meeting** – Loconsole moved to change the date of the next meeting to July 27th, 2022 and have a 4:30pm meeting time moving forward; seconded by Comstock; Motion passed.
2. **Approval of Payment** – Quote of \$2,250 from Library Trust for Heartland Video Systems annual service. Money was already in the budget for Channel 5 under the Trust, invoice was just sent late. Moravec moved to approve payment to Heartland Video Systems; seconded by Olson; Motion passed.
3. **Discussion on new flag pole** - Stan estimated \$7000 for purchase and installation. Will need to determine if it will come from Buildings and Grounds or Library funds. Board approved looking into getting a new flag pole for the Library and possible funding.
4. **Channel 5 Sponsorship discussion** - Drafted agreement for Channel 5 Sponsorships. Meeting with Finance to discuss logistics. Will finalize agreement at a later date before going out to get sponsorships.
5. **Approval of quote and lease agreement** – New 5-year lease w/Xerox for a new machine. Lease up next month. Cheaper next year even with a new machine. Paid monthly. Loconsole moved to approve the quote and lease agreement for a new Xerox machine; seconded by Martinez; Motion passed.
6. **Approval of LENA quote and the Early Childhood Iowa Grant reimbursement contract** - Second year with this LENA contract for \$9600. Paid upfront, Early Childhood Iowa will reimburse the full amount over the next year. Eligible for one more year for 23-24 of reimbursement. Dew moved to approve the LENA quote and the Early Childhood Iowa Grant reimbursement contract; seconded by Olson; Motion passed (6-0-1). Loconsole abstained from voting.
7. **Election of Officers for FY22-23** - Dew moved to elect Moravec as President and Loconsole and Vice-President; seconded by Olson; Motion passed (5-0-2). Moravec and Loconsole abstained from voting.

### Closed Session

Request to enter closed session pursuant to Iowa Code Section 21.5.1.i, to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

- At 6:24pm Moravec moved to go into closed session; seconded by Loconsole.
- At 6:39pm Olson moved to resume open session; seconded by Dew.

**Adjourn:** Moravec moved to adjourn; seconded by Olson; Gradert adjourned the meeting at 6:40pm

Next Board Meeting July 27th, 2022