

**MUSSER PUBLIC LIBRARY  
WEDNESDAY, FEBRUARY 21, 2007 – 4:30 P.M.  
LIBRARY CONFERENCE ROOM**

**PRESENT:** Coffman, Drake, Johnston, Koehrsen, Martin, Nus, Ward.

**STAFF:** Chaudoin, T.Schulte, Warschauer.

**ABSENT:** Durham, Lande.

**VISITORS:** Dan Sywassink & Dick Nash from Eliza Township, IL.

**MINUTES**

- I. CALL TO ORDER:** Pres. Johnston called the meeting to order at 4:32 p.m.
- II. APPROVAL OF AGENDA:** Ward moved to approve the agenda as printed. Second by Drake. All ayes. Motion carried.
- III. APPROVAL OF MINUTES:** Koehrsen moved to approve the minutes as printed. Second by Martin. All ayes. Motion carried.
- IV. BILLS FOR PAYMENT:** Coffman moved to approve for payment the bills dated 1/30/07 totaling \$10,445.89, and those dated 2/13/07 totaling \$5,269.24. Second by Ward. All ayes. Motion carried.
- V. CITIZENS SPEAK:** Dan Sywassink, Eliza Township supervisor, accompanied by Dick Nash, reported on the effects of their library contract increase. They recently agreed on the incremental increase suggested by the library from last year's \$647 to \$1500. However, our request of \$4000, the amount more equitable with what Muscatine County residents pay, would be next to impossible for the size of Eliza's annual budget. After some discussion, it was decided another meeting would be in order to seek a formula or an additional means of funding to meet their contract requirement.
- VI. COMMUNICATIONS:**
  - A. Staff Liaison – 1)** T.Schulte gave a follow-up report on lowering the maximum fine on DVDs from \$10 to \$5. It was discovered that other libraries all have a maximum fine of \$5 on their movies. The policy will be up for review at the March board meeting. **2)** Schulte presented statistics on items overdue in 2006. 49.5 % of items have been returned and 50.5% were not returned. The total cost of unreturned items totaled \$16,516.99. We've received about \$7,000 of this. There were 468 items not returned. Nus suggested writing a letter to the editor entitled "The Thieves Among Us!" as a way to alert the public to the extent and cost of unreturned items. With Schulte's additional 10 hours, she is better able to keep up with delinquent accounts. **3)** Curious George is here this week, visiting the Monday Lapsit Storytime and visiting with children throughout the day. Betty Collins, with helpers Tina Stogdill and Dan Chapman, are visiting the preschools and kindergartens, seeing about 600 people as Curious George.
  - B. Director's Report – 1)** Chaudoin reported she will be on vacation from March 23 through April 8. **2)** The digitization of the newspapers will be free to our library. This good news came from a meeting with Jeff Brown of Heritage Microfilms on January 24, 2007. Due to a special promotion, we were one of two lucky libraries to receive the free service. The database will be available for use only inside the library with no remote usage. The digitizing of the city directories and Alexander Clark files held by Kent Sissel can also be done for a fee. A large newspaper database subscription would also be available for around \$950 allowing us to search other Iowa and U.S. newspapers archives. **3)** The Gates Foundation is offering to upgrade the library computers. State Librarian Gerry Rowland will know in a month or two whether Iowa libraries can apply for this upgrade. **4)** Betty Collins won the Special Accomplishment Award during the Teens Read program for the Quad city libraries for her innovative idea to mail logs to all her teen summer reading program participants, causing Musser to have the highest participation ever! Congratulations to Betty. **5)** Thank you correspondences came in from McKinley Elementary School, The Salvation Army for the donation of leftover

magazines and paperback books, and a thank you letter from Peter Press for the Board's donation to *Muscatine! The Musical*. 6) Sally Reed, Executive Director of Friends of Libraries USA will speak on successful strategies for mobilizing Friends, Trustees and supporters on behalf of libraries on Saturday, April 14, 2007 in North Liberty. Chaudoin encouraged participation in this event.

C. **Other:** Coffman complimented Ward for the discourse with the Eliza township supervisor today.

**VII. COMMITTEE ACTIVITIES:**

A. **Long Range Planning** – Johnston reported that four letters have been sent to architects. Two have expressed interest so far. A meeting will be scheduled when all the responses are back. Nus expressed concern about the special levy. Though the economy is healthy, tax rolls are down. Ward is concerned about meeting the deadlines. The library needs assurances that, if the levy passes, the city wouldn't adjust our budget and use that money for another department. The Library and Art Center have been targeted by the City as a means of cutting expenses. It was suggested that Chaudoin and Board members visit with the City Administrator about getting assurances. Since timing of the special levy is critical, it needs to be discussed at every meeting.

B. **Operations:**

1. **Problem Persons Policy** – This has been working well. Security Guard Ralph Strong has been doing a marvelous job. Mark "Reviewed 2/21/07."

**VIII. OLD BUSINESS:**

A. **HNI Grant letter for Hispanic Outreach staff** – HNI has given \$4000 in the form of a challenge grant, contingent on our ability to raise the remaining \$8000. Chaudoin is waiting to hear from Monsanto.

B. **Easter Sunday Request to Close** – Chaudoin asked to revisit the decision to be open on Easter Sunday and Dec. 23<sup>rd</sup>. Last year, though it was not specified in the Official Closings, the library was closed for Easter Sunday. Koehrsen moved to allow the library to be closed on Easter Sunday. Second by Drake. All ayes. Motion carried. A decision about whether to be closed on Dec. 23<sup>rd</sup> will be addressed later in the year.

C. **AED Grant Request** – The Iowa Dept. of Public Health turned down our grant request because we are too close in proximity to the Fire Department. A similar request by City Administrator A.J. Johnson was also turned down. We have a donation of \$475 from the Community Foundation. Now the Friends must decide whether to fund the remainder or dispense with the project.

**IX. NEW BUSINESS:**

A. **Library Gift and Memorial Trust Account use** – Since July 1, 2006, a total of \$982.50 has gone into the Gift & Memorial Trust from photographs sold. Photographic supplies for the printing of these photos have so far been taken from the Library Operations budget, causing that supply account to be overextended. Chaudoin asked if materials for photographs could be paid by the Trust. Drake moved that the cost of photographic supplies be taken from the revenue generated from the sale of the photos. Second by Nus. All ayes. Motion carried. Koehrsen remarked what a wonderful resource it is to have all those photographs online now and what a fantastic service it is.

**X. ADJOURNMENT:** The meeting adjourned at 5:45 p.m.

Respectfully submitted by,  
Shirley Jean Drake, Acting Secretary  
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