

**MUSSER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, MAY 16, 2007 – 4:30 P.M.  
LIBRARY CONFERENCE ROOM**

**PRESENT:** Drake, Durham, Johnston, Koehrsen, Martin, Ward.

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

**ABSENT:** Coffman, Lande, Nus.

**MINUTES**

- I. CALL TO ORDER:** President Johnston called the meeting to order at 4:32 p.m.
- II. APPROVAL OF AGENDA:** Koehrsen moved to approve the agenda as printed. Second by Durham. All ayes. Motion carried.
- III. APPROVAL OF MINUTES:** Durham moved to approve the minutes of the April 18, 2007 meeting as printed. Second by Drake. All ayes. Motion carried.
- IV. BILLS FOR PAYMENT:** Ward moved to approve payment of the bills dated 5/01/07 totaling \$3,428.63, and those dated 5/15/07 totaling \$5,697.65. Second by Durham. All ayes. Motion carried. Trustees asked if money left over from the current fiscal year could be earmarked for director search expenditures. Chaudoin will ask the Finance Director.
- V. CITIZENS SPEAK:** No report.
- VI. COMMUNICATIONS:**
  - A. Staff Liaison** – T.Schulte reported on the new Java Client circulation program currently being implemented. A new feature is the instant messaging system called PALS Chat. A new set of problems are arising since our former 33-library system merged with the enormous 199-library Prairie Area Library System.

Betty Collins reported on changes to the children's programming.

    - 1)** She has increased Baby Lapsit (0-3 yrs) to three sessions per week for the summer.
    - 2)** The Summer Reading Program begins June 12 with a mystery theme "Get a Clue at Your Library". If the challenge of 17,000 books is met this year, a huge "mystery box" will be opened.
    - 3)** Through a grant from IPTV and the State Library, Family Books Clubs are being implemented throughout Iowa to help connect libraries with the Latino community. In cooperation with MCC and the Y's Latina women's group, the monthly book club encourages reading aloud more and watching TV less, and when watching TV, choosing public television programming. The Family Book Clubs are done in Spanish, teaching parents how to read to children, ask questions, and teach new words. The Library will get media coverage from participating in this project.
  - B. Director's Report** -
    - 1)** An HNI challenge grant was received to help keep our Hispanic Librarian until the middle of December.
    - 2)** The Library Fund in the Community Foundation is now up to \$160.33.
    - 3)** Big Brothers/Big Sisters thanked the library for helping to support the Teen Pregnancy Prevention with a window display.
    - 4)** Chaudoin and Warschauer cleaned out the director's office, clearing surfaces, sorting files, rearranging furniture and moving some file cabinets out. A tour was given at the end of the meeting.
    - 5)** New computers have

been installed for two staff with a third one coming soon. The new genealogy computer has also been installed. **6)** The Library reverts to Summer Hours the first weekend in June. Saturday hours will be 10 a.m. to 4 p.m. and we'll be closed on Sundays until after Labor Day. **7)** Home Delivery Coordinator Jenny Howell gave birth to a baby boy on April 25. Volunteers Leon Carson, Brenda Fikes, Pauline Curry and Mary Ann Britt are taking care of some of her clients until she returns in early June. **8)** Today is the last day for applications for our vacant position of Page/Clerk. We hope to have a full staff in a few weeks. **9)** KWPC radio held an on-air auction last Thursday which included bids on Grossheim Photograph Gift Certificates. This show may continue and is a good way for the library to get free advertising for its Grossheim collection. **10)** Postage rates raised this past Monday. As a comparison, the cost of interloaning a single paperback book or CD last week was \$1.51; but this week it is \$2.02. **11)** Thursday evening Warschauer will be doing the last of four Speakers Bureau presentations for the year. Chaudoin has one more presentation left of about ten since August. **12)** The board approved a press release written by Warschauer about Peter Press' retirement. It will be sent out to all of southeast Iowa media agencies and to the Southeast Iowa Library System libraries. **13)** Drake moved to gift to Peter Press the MacIntosh laptop computer he used as library property. Second by Durham. All ayes. Motion carried.

## **VII. COMMITTEES:**

**A. Long Range Planning** – On June 13 and 14, from 1:00 to 3:00 each day, the L R P Design Subcommittee will meet with the two architects about plans and sketches. This will generate visuals to take to the public prior to the next step. A stipend of \$10,000 to Frye Builders will be paid from the Library Trust, and \$10,000 to HGA will be paid by the Art Center for these services. HGA has requested another meeting on May 24 at the Art Center for clarification.

### **B. Operations:**

**1. Solicitation of Gifts Policy (C41)** – Working well. Marked “Reviewed 5/16/07”.

**2. Internet Acceptable Use Policy (C23)** – Wording for an additional paragraph explaining wireless policy was discussed. People who use wireless know the risks. The wireless policy will be posted around the library, and a copy of the complete policy kept at the Internet Desk. Marked this policy “Reviewed and Amended 5/16/07”.

**3. Gifts & Memorials Policy (C19)** – Working well. Marked “Reviewed 5/16/07”.

**4. Appointment of Nominating Committee** – Rather than table discussion of this to the June meeting, Koehrsen moved that the current officers remain in place for the next fiscal year. Second by Durham. All ayes. Motion carried. The officers are: President – Eugene Johnston; Vice President – Jerry Coffman; Secretary – Paula Durham.

## **VIII. OLD BUSINESS:**

**A. New Director Discussion** - Durham was appointed chair of the Search Committee. Others committee members are Koehrsen, Johnston, Martin, Children's Librarian Betty Collins, City Human Resources Manager Stephanie

Romagnoli, and Art Center Board Member David Meloy. Plans for organizing the search are being made via email.

**B. Buffalo Prairie Contract Negotiations** – An Email was sent out to board members concerning a Buffalo Prairie patron worried about losing library service due to the increase in the contract amount. She wondered if the library would be open for negotiation. Chaudoin sent her statistics showing the township's level of library usage and the current breadth of discrepancy. Trustees discussed the possibility of a gradual payment plan to move in the direction of fulfilling the new contract requirements.

**IX. NEW BUSINESS:**

**A. Request for usage of Grossheim photos in publication** – Tom Savage, owner of Muscatine Books & More, is helping to write a book about the historic downtown district, for which he is requesting the use of lots of photographs from our Oscar Grossheim collection. Our policy normally requires a fee of \$25 per photo. Koehrsen moved to give permission to Mr. Savage to use Grossheim photographs for the book, but ask that Musser Public Library be given: 1) photo credit, 2) four copies of the book, and 3) a negotiated percentage of the sales to come back to the library for the preservation of the archive. Second by Ward. All Ayes. Motion carried.

**B. Echo discussion of Morter's proposal** – At the last meeting it was decided not to pursue the levy this year. Private donors will receive a letter thanking them and explaining the reasons why the board didn't go ahead with the levy. Trustees did not want to ask for more funding. They expressed sadness to see the Echo go, and there will probably be an outcry from the public. Publication director Sam Morter has done a great job, and ending the Echo in no way reflects on the quality of his work. In addition to the letter to donors, there will be an editorial thank you citing the hope that the City will get out of its dire financial situation in future years and be able to support the Echo in future. The June/July 2007 issue of Echo will be the last.

**C. Trustee residency requirement** – Durham has moved into the County. Until a replacement is found she can remain on the board. Ward, the current county representative, has two years remaining as a Library trustee. County representation has always been limited to one person, based on the relative percentage of county patrons to city patrons. With the increase in county cardholders, it may be possible to allow two representatives on the board. Each County Board of Supervisors. Ward and Durham will talk to the Mayor and encourage him to discuss it with Supervisor Chair Kas Kelly.

**D. Research proposal for referendum** - A research company was emailed regarding the proposal to interview likely voters before a special election for the bond referendum. While research is an option, trustees agreed that obtaining the architects' ideas and then identifying the finance sources should come first.

**X. ADJOURNMENT:** The meeting adjourned at 6:20 p.m.

Respectfully submitted by,  
Paula Durham, Secretary  
/iw