

**MUSSER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, OCTOBER 17, 2007 – 4:30 P.M.
LIBRARY CONFERENCE ROOM**

PRESENT: Drake, Durham, Johnston, Koehrsen, Stelzner, Ward.

STAFF: Anderson, Chaudoin, Collins, Warschauer.

ABSENT: Lande, Martin, Nus.

MINUTES

- I. CALL TO ORDER:** Pres. Johnston called the meeting to order at 4:35 p.m.
- II. APPROVAL OF AGENDA:** Koehrsen requested her Long Range Planning report be changed to a report on the Iowa Library Association's conference. Drake moved to approved the agenda as amended. Second by Koehrsen. All ayes. Motion carried.
- III. APPROVAL OF MINUTES:** Ward moved to approve the minutes of the September meeting. Second by Durham. All ayes. Motion carried.
- IV. BILLS FOR PAYMENT:** Ward moved to approve payment of the bills dated 10/2/07 totaling \$3,170.91 and those dated 10/16/07 totaling \$13,834.43. Second by Durham. All ayes. Motion carried.
- V. CITIZENS SPEAK:** Chaudoin read two letters to Betty Collins written by school children who enjoyed Oscar Grossheim presentation.
- VI. COMMUNICATIONS:**
 - A. Staff Liaison** – Anderson handed out statistics on long overdue items and a copy of a "Harvey Letter". Trustees agreed it would be useful when discussing the possibility of hiring a collection agency.
 - B. Interim Director's Report** - 1) Kathy Chalupa of the Parks & Rec. Dept. examined the tree to the left of the main entrance, finding it dead and marking it for disposal. The vines beneath it will also be removed. New landscaping will be sought. 2) The annual report for the Paul Reynolds Trust was circulated. 3) New period lights, costing \$7000, will replace the old globe lights in front of the library, paid for by the Building & Grounds budget. 4) Chaudoin encouraged trustees to attend "Muscatine! The Musical" which showcases the Grossheim photos. 5) Tomorrow night is the Sierra Leone All-Star Refugees film. The library partnered with the New Iowan Center and Lutheran Social Services to host this event. 6) On Sunday, Oct. 28, the staff will have a potluck at Pearl City Station from 5 – 9 p.m. The Parks & Rec. department is letting us use it free of charge. It is both a thank you to the staff for their hard work this past year and a welcome to Pam from the staff. 7) Bobby Fiedler, Deb Grossklaus and Chaudoin attended the ILA conference this past week. They attended a wide range of different classes. 8) Pam reported on several ideas for grant options to preserve the Hispanic position. 9) Chaudoin noticed that New Year's Eve, which falls on a Monday this year, had not been addressed on the library calendar and requested a discussion. Durham moved to close the library at 3:00 p.m. on New Year's Eve. Second by Drake. All ayes. Motion carried.
- VII. COMMITTEE REPORTS:**
 - A. ILA Conference** – Koehrsen reported approximately 1,000 people attended the ILA conference, representing all kinds and sizes of libraries. A wide

array of sessions were available. She attended the Library 2.0 session and came back totally committed to future planning and examining our philosophy. Koehrsen learned that our library needs to get up to speed by providing a better new board member orientation (a role for the director and board president) and work on our board attendance policy. Also needed is clarification about the board's expectations of the director. Although we do well serving older and needier adults, the healthy, active older adults need to be served better and used better, as this is a growing segment of our society. We also need to figure out how to get more money.

B. Operations:

1. Reproduction of Photographs Policy – We now have the ability to print 13x19" pictures, and need to add that new size and price to the policy. Ward moved to amend the policy to list 13x19 photos at \$20.00 each. Second by Koehrsen. All ayes. Motion carried. The policy will be retyped.

2. Volunteer Policy – This policy is working in our present situation, although changes in our volunteer program are being studied. Mark it "Reviewed 10-17-07" and we will revisit it at a later date.

3. Registration Policy – No changes. Mark "Reviewed 12017-07".

4. Service to Non-Residents Policy – In the third paragraph, Quad-LINC was changed to PALS. No vote was required for this change. Mark "Reviewed 10-17-07". The policy will be retyped.

5. No Smoking Policy – Ward moved to declare the library and grounds as a No Smoking Campus. Second by Durham. All ayes. Motion carried. The policy will be retyped and sent to the City Administrator.

VIII. OLD BUSINESS:

A. Discussion of Board Vacancy – New board member Dianna Stelzner was welcomed. A search continues for a future replacement for Ward. A list of potential board members will be drawn up with an effort to maintain gender balance and city/county balance.

IX. NEW BUSINESS:

A. Change date for November meeting – The next meeting was moved up to Nov. 14 to accommodate the director's conflict with another meeting.

B. Reception for new director – Durham will arrange for the Journal to do a personal interview/article with picture which would run prior to the Thursday, Nov. 8 public reception from 4:30 – 6:30pm. The reception will be held in the downstairs lobby area to more closely involve the general public. Refreshments will be in the LT reading area. Invitations will be sent to a list of key people. The date and time will appear in the Clamshell Chronicles.

C. SLS Newsletter for Trustees - The first issue of the Southeast Library System Newsletter for Trustees was distributed.

X. ADJOURNMENT: The meeting adjourned at 5:49 p.m.

Respectfully submitted by,
Paula Durham, Secretary
/iw