

**MUSSER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, OCTOBER 15, 2008 – 4:30 P.M.
LIBRARY CONFERENCE ROOM**

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

STAFF: P.Collins, B.Collins, Derbin, Fiedler, Haas, Warschauer.

ABSENT: Koehrsen, Lande, Martin.

MINUTES

- I. CALL TO ORDER:** President Durham called the meeting to order at 4:37 p.m.
- II. APPROVE AGENDA:** Discussion of the Bylaws was added to VII. Review Committee Activities. Johnston moved to approve the amended agenda. Second by Stelzner. All ayes. Motion carried.
- III. APPROVE MINUTES:** Ward moved to approve the minutes of the Sept. 10, 2008 meeting. Second by Johnston. All ayes. Motion carried.
- IV. BILLS FOR PAYMENT:** Ward moved to approved the following bills for payment:
- | | |
|----------|-------------|
| 9/16/08 | \$19,303.11 |
| 9/30/08 | 9,300.32 |
| 10/14/08 | 17,209.26 |
- Second by Ward. All ayes. Motion carried. The filtering software was purchased from 8e6 Technologies was mistakenly listed in the 10/14/08 Trust bills. It will be paid out of the General Fund. Trustees discussed the usage of the research databases versus the cost of purchasing them. It was thought their usage would increase over time.
- V. CITIZENS SPEAK:** Durham heard some good comments on the last newsletter.
- VI. COMMUNICATIONS:**
- A. **Staff Liaison** – Derbin reported that 50% of hold notices are now being emailed. The restructuring of the schedule to accommodate the later PALS delivery is working well. An extra person is now available to fill in at the Circ Desk and processing holds is much smoother. The Friends Book Sale was really easy on staff this time as Friends did most of the setup themselves.
- B. **Director's Report** – A written report was received. 1) Collins reported that Greg Benefiel did a great job of restructuring the schedule and the changes are working well. 2) She passed out information on an Engaging Libraries seminar being held over the ICN in Davenport. Trustees are welcome to attend. 3) B.Collins and P. Collins have been working with the Art Center on a Fairy Tale project. The Art Center will have an exhibit of Fairy Tale Illustrations while the Library will structure Storytimes to have Fairy Tale themes. On Saturday, Jan. 3, a Fairy Tale Extravaganza will be held after hours for families, geared for elementary age children (K-5) with various activities all over the library. This cooperative project will involve many costumed volunteers and a great deal of planning, but will be a wonderful family event, drawing visitors from both locations.
- VII. COMMITTEE REPORTS:**
- A. **Long Range Planning** – Members of the Management Team had a great meeting with Koehrsen and Martin about the short term possibilities of upgrading this building to let the library function more like today's library. A brief tour of the library was conducted to show trustees some ideas for possible changes. According to a VIP School Suppliers representative,

changes in the children's area, such as appropriate sized shelves and seating, changes upstairs to include a special teen area, replacing casual seating and tables throughout the building, and a kitchen in the meeting room would be possible for under \$250,000. Trustees discussed how this would impact a total remodel project in five years, how to get estimates, find consultants, and fundraise. An ad hoc group made up of staff, board and friends members could be in charge of brainstorming, planning and moving the project along.

- B. **Appointment of Committees** – Durham made the following appointments:
 - Budget Committee: Nus, Chair; Durham; Johnston.
 - Operations: Stelzner, Chair; Nus, Lande.
 - Long Range Planning: Ward, Chair; Koehrsen, Martin, Drake.
 - Building: (Inactive)
 - Parliamentarian: Lande

VIII. OLD BUSINESS:

- A. **Contracts with Fruitland and Buffalo Prairie** – The City Attorney's letter to Fruitland listed an incorrect amount per capita, which is what the Fruitland council decided to pay. Their City Clerk said they would discuss it at their next meeting on Nov. 5. We will send a representative to explain what will happen if we terminate their service, explain the mistake, and offer to keep their check but expect full payment next year. Buffalo Prairie Township will make a final decision at their next meeting, however their supervisor stated that he doesn't think they can pay what our county residents pay.
- B. **Friends of the Library** – Collins is encouraged with the progress of the Friends. They seem excited about helping with the Fairy Tale Project and seem to want more things to do beyond just the book sale.
- C. **Bylaws** – Lande has reviewed our bylaws and is recommending we update them using a bylaws template.

IX. NEW BUSINESS:

- A. **Requests for Community Funding** – (tabled to next meeting)

- X. **ADJOURNMENT:** The meeting adjourned at 6:15 p.m.

Respectfully submitted,
Eugene Johnston, Secretary
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