

**MUSSER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, JUNE 20, 2007
LIBRARY CONFERENCE ROOM**

PRESENT: Drake, Durham, Johnston, Koehrsen, Martin

STAFF: Chaudoin, Schulte

ABSENT: Coffman, Lande, Nus, Ward

MINUTES

- I. **CALL TO ORDER:** President Johnston called the meeting to order at 4:36 p.m.
- II. **APPROVAL OF AGENDA:** Durham moved to approve the agenda as printed. Seconded by Drake. All ayes. Motion carried.
- III. **APPROVAL OF MINUTES:** Durham moved to approve the minutes of the May 16, 2007 meeting. Seconded by Koehrsen. All ayes. Motion carried.
- IV. **BILLS FOR PAYMENT:** Durham moved to approve the bills dated June 5, 2007 in the amount of \$27,218.42 and those dated June 19, 2007 in the amount of \$16,157.26. Seconded by Martin. All ayes. Motion carried.
- V. **CITIZENS SPEAK:** No report.
- VI. **COMMUNICATIONS:**
 - A. **Staff Liaison** - T. Schulte reported on the new formats in the Audio-Visual department. She showed the board the new Playaway format somewhat similar to MP3 players that are already loaded with a book. We received 10 of this format which will be on a standing order for one year. We will get 10 each quarter and they will check out for 3 weeks. Koehrsen asked if there will be a limit on the number a patron can checkout at one time. Schulte thought that would be a possibility until the collection grows. Johnston asked about the cost of this format. Schulte responded that the cost is about half of the cost of a recorded book on CD. Martin wanted to know if there were a lot of other different formats available and some discussion ensued. Schulte also mentioned the MP3 books that were added to the collection through the generosity of Mary Wagner (sister of Chaudoin) who purchased and donated around 30 books in this format. Schulte also mentioned that she and the rest of the staff appreciated the fact that board member Durham asked for staff input on the selection of a new director and also that this would be her last meeting with the board. Her new staff replacement will attend the next meeting.
 - B. **Director's Report** – 1) Summer reading program is in full swing. There are over 600 children registered so far. Betty is sure it will reach to around 1000 before the program ends. 2) Stephanie Derbin is our new page working at the circulation and audiovisual departments as well as shelving returned materials. She started

June 11th. 3) There are several articles that were placed for the Trustees to read: one titled “How to evaluate your library’s physical environment”; another one entitled “Worth their weight: an assessment of the evolving field of library valuation;” and finally one titled “The Value of Libraries: impact, normative data, & influencing funders.” 4) The Library received our Tier 2 status from the State Library meeting all the output measures for Tier 1 and 2. In order to meet Tier 3 status level we still need to do a community analysis, a library plan and accessibility. 5) Seven new computers have replaced old Windows 2000 staff computers. We have recycled all the old computers within the library, using one for an OPAC upstairs outside the Oversize collection, one in the children’s area for the children’s assistant and two are going to be used as game computers with no Internet hookup in the children’s area. We also replaced six barcode scanners and added three more receipt printers and two label printers. This is all the equipment we’ve been trying to replace for the past several years. There is also, a new brochure rack that was placed downstairs near the front doors. Now all our brochures are in one place. 6) June 15th was Sam Morter’s last day at the Library for ECHO. The staff gave him a nice going away party. 7) Chaudoin will be working on a disaster plan for the library. The recent tornado pointed to the need for a good workable plan. 8) A reminder that our next Board meeting will be a week early in July, the second Wednesday instead of the third.

VII. COMMITTEES:

- A. Long Range Planning** – Koehrsen spoke of the recent meetings with two architect firms HGA and Frye, Gillan, Molinaro. These were two hour meetings with each firm in somewhat of a competition format with each firm giving their best shot at a design concept for a chosen plot of land. She stressed that we are not at the point of selecting an architect as yet but we are heading toward picking one. The committee attendees were very excited about both designs. Johnston stated that we are not at the stage of choosing a design, but choosing a firm to work with. Koehrsen mentioned that the next step in the process is to check references of both the firms and the people who would be working on the project. Koehrsen also praised Don Bain from Stanley Consultants for his guidance through this process.
- B. Operations:**
- 1. Meeting Room Policy (C-27)** – Working well. Marked “Reviewed 6/20/2007.”
 - 2. Fees Policy (C-16)** – Working well. Marked “Reviewed 6/20/2007.”

3. **Review Mission & Vision Statement** – The statement was reviewed and it was mentioned by Johnston that it should be posted in the staff areas as well.
4. **Trustee Term Expirations** – Johnston stated that Koehrsen whose first 6 term is up has said she would like to be reappointed for another term as has Martin and Lande. Coffman is still uncertain about whether he wants to be reappointed.

VIII. OLD BUSINESS:

- A. **New Director Discussion** – Durham stated that HR Director Romagnoli has placed the ad for the director on two online sources (the American Library Association website and the State of Iowa Library website). She said she had also seen it in the Sunday Quad City Times newspaper. The deadline was listed as June 30th. A discussion ensued as to whether the deadline for applications needed to be extended. Chaudoin mentioned that she got a verbal okay from the city administrator to carry over \$10,000 from the current fiscal year budget in order to help defray the cost of travel and moving expenses for interviewees.

IX. NEW BUSINESS:

- A. **Fruitland contract** – Chaudoin stated she received a letter from the Fruitland city clerk's office dated May 16 2007 (before the Tornado that went through their town) stating the city council approved \$1018 for Library services for the 2007-2008 fiscal year. This is far less than we had requested (\$2500). A discussion ensued about the damage to the town from the tornado of June 1st. A motion by Koehrsen and seconded by Durham to accept the amount Fruitland proposed. All ayes. Motion carried.
- B. **Buffalo Prairie contract** – Chaudoin stated that she also received a letter from the supervisors of Buffalo Prairie township in Illinois. They approved the amount of \$1,280 instead of the \$2250 we had requested. A motion by Koehrsen and seconded by Durham to accept the amount proposed was made. All ayes. Motion carried. A comment by Koehrsen was that we should let them know that this is a move in the right direction and that we hope they continue moving toward equitable funding.
- C. **Furniture for the children's area** – If the budget allows, the trustees felt no motion was needed to purchase the proposed furniture. Chaudoin stated that over \$4,000 would be placed in the General Trust from the dissolution of the old Quad-Linc consortium and that money could be used for any overages in the budget.
- D. **ECHO finance final report** – Since ECHO has now been disbanded, Chaudoin told the trustees there is \$2,328.43 left in the ECHO account. A motion by Drake and seconded by Durham to move the amount into the library general trust was voted on. All

eyes. Motion carried. Koehrsen asked about ECHO online. Chaudoin stated that the website would continue with little or no involvement from library staff or chamber staff. Koehrsen requested that Chaudoin contact Carlson at the Chamber to talk about the administration of ECHO online.

X. ADJOURNMENT: The meeting was adjourned at 5:56 p.m.

Respectfully submitted by,
Paula Durham, Secretary
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