

**MUSSER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, FEBRUARY 20, 2008 – 4:30 P.M.
LIBRARY CONFERENCE ROOM**

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

STAFF: P.Collins, Chaudoin, Derbin, Warschauer.

ABSENT: Anderson, Koehrsen, Martin.

MINUTES

- I. CALL TO ORDER:** President Johnston called the meeting to order at 4:35 p.m.
- II. APPROVAL OF AGENDA:** The agenda was approved as printed with no additions or changes.
- III. APPROVAL OF MINUTES:** Lande moved to approve the minutes as printed. Second by Durham. All ayes. Motion carried.
- IV. BILLS FOR PAYMENT:** Ward moved to approve payment of the bills dated 2/05/08 totaling \$7,228.48, and those dated 2/19/08 totaling \$6,034.52. Second by Lande. All ayes. Motion carried. Circulation manager D. Grossklaus came into the meeting to explain the security discs purchase. There were no budget-to-date figures to report on from the Finance Office.
- V. CITIZENS SPEAK:** None present.
- VI. COMMUNICATIONS:**
 - A. Staff Liaison** – Stephanie Derbin substituted as staff liaison in Anderson's absence. She reported that staff is excited about the changes and reorganization coming up. The Circ Desk has been streamlined so that it is roomier back there. Most of the hand-made signs have been taken down. Some will be replaced by professionally-made signs or tabletop sign holders. The table in the reading area next to the front door has been moved and all the information transferred to the kiosk.
 - B. Scott County Libraries Together** - Collins reported that Musser Public Library has been invited to join Scott County Libraries Together (includes Bettendorf, LeClaire, Davenport, and Scott County system). Like a miniature PALS, the group can get better access to grant funding and do cooperative things. They have a formal board that meets twice a year, a directors group and committees that also meet. There is no cost involved to being a member. Collins will find out the requirements to join. Trustees also received a written Director's Report.
- VII. COMMITTEES:**
 - A. Long Range Planning** – Lande reported the committee is seeking serious local commitment from private funders. Collins and Art Center Director Christensen met with an architect, although a final architect selection has not yet been made. They are working on grant sources. The next committee meeting is set for March 6.
 - B. Operations:**
 - 1. Problem Persons Policy** – works well. Having a good security guard helps immensely. Mark "Reviewed 2/20/08".
 - 2. Fax Policy** – Prices will be left the same. Mark this policy "Reviewed 2/20/08".

3. **Sales & Advertising Policy** – No changes. Mark “Reviewed 2/20/08”.

4. **Suggestions for members to serve on Planning for Results**

Community Committee – Trustees were encouraged to think about people with the following criteria: must live in Muscatine city or county; should represent some type of group, i.e. parent, business, education sector, etc.; able to fill the time commitment of meeting twice for a total of 6-10 hours. Having about 18 people would be a good size group. Suggestions were tabled until the next meeting.

VIII. OLD BUSINESS:

A. **Report of city Budget Process** – Collins reported on the cuts of \$18,000 by the City Administrator. Since those cuts, City Council cut an additional \$20,000 for a total of \$38,000 in cuts from our budget request. Most cuts are from capital expenditures. The cuts should be made public and should come from where it hurts, such as Children’s books. We can no longer just “get along”. We will try to use Friends’ money when we can and come up with other ways to generate funds. We could use more participation from the Friends, such as more fund-raisers. We could start an Adopt-an-Author for children’s books. Other ideas are being sought. Collins suggested starting an endowment for operating expenses for when we go into a new building.

IX. NEW BUSINESS:

A. **Library Reorganization and Cleanup** – Due to excessive theft of CDs and DVDs, the library needs to purchase specialized cases for protecting popular items. Lande moved to approve a request for \$2,200. for purchase of 1000 cases and keys, using money from the Gift & Memorial Trust. Second by Durham. All ayes. Motion carried. The merit of publicizing the theft was discussed, but it was decided to wait until we have the solution in place.

B. **Spruce up** – Rochelle Conway, interior designer, has assisted with ideas to make the library look nicer and work better without costing a fortune. She suggested bringing back the original ‘70’s look by decluttering the interior of the building for a more spacious, clean and neat appearance. She suggested replacing the worn and chipped laminate of the Circ Desk, updating the signage, removing the old drapes across the front for more natural light, and replacing odds-and-ends furniture with inexpensive browsers and better shelving to make better use of public space. Staff could paint the ends of the bookshelves for more visual continuity. The floral curtains on the office and conference room doors could be replaced with a frosted glasslike covering. A single, space-saving newspaper tower could replace the old wire ones. The children’s media could be separated from the adult media by getting a child-size media browser. If we closed for three days, the library staff could do most of the moving and painting. Collins presented a cost list for discussion. Ward moved to use Trust money to pay for the spruce up of the library. Second by Nus. All ayes. Motion carried. Drake moved to close the library on Monday, Tuesday and Wednesday, March 10-12, for rearranging, painting and cleaning. Second by Lande. All ayes. Motion carried.

X. **ADJOURNMENT:** The meeting adjourned at 5:54 p.m.

Respectfully submitted by,

Paula Durham, Secretary

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