

# ***Fort Dodge Public Library Board of Trustees***

## ***Meeting Minutes***

April 28, 2025

### **I. Call to order/Roll Call**

President Merrily Dixon called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:32 p.m. on April 28, 2025 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Shaina Sheeder (LA I), Merrily Dixon, Brittney Hindman, Deb Kelleher and James Kramer (by phone).

### **II. Approval of Agenda**

A motion to approve the agenda was made by Kelleher and seconded by Hindman. Motion carried.

### **III. Approval of Minutes**

A motion to approve the March meeting minutes was made by Kramer and seconded by Hindman. Motion carried.

### **IV. Comments/Questions from the Public**

### **V. Bills and Financial Reports**

- a. Kelleher moved payments in the amount of \$8,984.74 to be approved in the Gift and Memorial Accounts. Kramer seconded. Motion carried.
- b. Kramer moved payments in the amount of \$11,328.13 to be approved in the City Funds Accounts. Kelleher seconded. Motion carried.

### **VI. Communications/Board Education**

- a. Employee Introduction – Part-Time LA Is
  1. Shaina discussed her duties at the circulation desk.
- b. Legislative Update – The State Library of Iowa sent a notification they have received 50% partial award for total grants from Federal funding and are waiting on full apportionment for the FFY25 Grants to States program. The State Library is prioritizing what they can realistically maintain looking forward. These include programs and resources that give Iowa residents and libraries the greatest value. Services that would be hard for single libraries to fund on their own and proved a broad impact statewide. Top priorities are:
  - State Library staff that are federally-funded
  - SILO services (ILL system, Library Talk, Iowa Library Directory, PLOW websites, and tech support for State Library resources such as People's Law Library, and Iowa Heritage Digital Collections, plus others)
  - IA Shares delivery statewide at least one day per week
  - Bridges platform and consortium management fee

### **VII. Committee Reports**

- a. FDPL Foundation – Investments have outlook of 5% growth over the year, but markets can change rapidly.

## **VIII. Director's Report**

### **Programming/Services**

- Advantage Archives finished digitizing the Messenger microfilm and have begun loading to the new website.
- The Friends Book Sale begins April 28<sup>th</sup> for members.
- Schmidt is finalizing the summer reading plans which will not include formal storytimes due to staffing challenges. Extra Magnatiles Days and guest speaker storytimes may be scheduled as replacements.
- Schmidt attended the Autism Awareness Walk & Resource Fair on April 26<sup>th</sup>.

### **Building**

- Viking completed the five-year inspection of the sprinkler system on April 24<sup>th</sup>. They also replaced a backflow valve that had failed.
- Midstate repaired both humidifiers and ordered a new pump for the HVAC system.
- The boilers passed the annual inspection.
- The carbon monoxide detector will need to be replaced by Woodman Controls on their next preventative maintenance visit due to intermittent issues.
- Greg painted part of the hallway and the main entrance this month.
- New closers on the north and south entrances and the children's restroom were installed.

### **Personnel**

- Schmidt invited a candidate who previously had an online interview for the Youth Services Librarian position to come for an in-person interview. Due to scheduling issues this will take place mid-May.
- Pascale accepted the Adult Services Librarian position and began the role March 31st.

### **Miscellaneous**

- Due to staff shortage, Schmidt has decided to close the library at 5:30 p.m. on Tuesdays during June and July for adequate coverage during the Adventures this summer. Monday hours will remain the same.
- David Vinjamuri will be here Monday afternoon, May 12th and Tuesday morning, May 13th to do the space audit of our building. We should have his final report by the end of June.

## **IX. Old Business**

### **X. New Business**

- a. HVAC Heating Water Pump Repair- A motion to approve Midstate's repair of the water pump was moved by Kelleher and seconded by Hindman. Motion carried.
- b. Tuesday Hours – June and July – A motion to approve the temporary hours change was moved by Hindman and seconded by Kelleher. Motion carried.

### **XI. Adjournment**

Kramer moved a motion to adjourn. Seconded by Kelleher. The motion carried. The meeting was adjourned at 4:05 p.m.