

Fort Dodge Public Library Board of Trustees

Meeting Minutes

August 26, 2024

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 3:33 p.m. on August 26, 2024 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Alexis Powers (staff), Merrily Dixon, Sheryl Griffith, Deb Kelleher, Brittney Hindman and James Kramer.

II. Approval of Agenda

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

III. Approval of Minutes

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

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- A. Kelleher moved payments in the amount of \$9,934.03 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.
- B. Kramer moved payments in the amount of \$11,032.19 to be approved in the City Funds Accounts. Hindman seconded. Motion carried.

VI. Communications/Board Education

VII. Committee Reports

- A. FDPL Foundation – Kramer noted fees may be saved by having the Foundation manage funds versus the bank.

VIII. Directors Report

Technology

- The integrated library system move to a virtual server maintained by TLC is complete.
- Schmidt has been researching new self-checkout machines. The option from Meescan is the current frontrunner. Schmidt hopes to have a new machine in place by November 1st.

Employees

- TeKierra Shivers was hired to fill the full-time LAII position. She will split cataloging with Pascale, as well as working the front desk.
- Kayleigh Wolff was hired to fill the part-time LAI position. She is very personable and will make a great addition.

Building

- Woodruff Construction will start on the concrete work shortly after Labor Day.

Misc.

- The Webster County Historical Society hired Meg Beshey to assist in the room part-time. They will now be open to the public on a regular basis again.

IX. Old Business

- A. Accreditation/Five-year Plan Discussion – The Library Board would like to choose the option of extending the current plan for one year. Schmidt will start the process and hopes to include it in the September Board packets.

X. New Business

- A. Copyright Policy Revision – Minor wording changes. Kelleher moved a motion to approve the revised policy. Seconded by Kramer. Motion carried.
- B. Print, Copy, Scan, and Fax Services Policy Revision - Minor wording changes. Griffith moved a motion to approve the revised policy. Seconded by Kelleher. Motion carried.
- C. Homebound Patrons and Library Services Policy Revision - Minor wording changes. Kramer moved a motion to approve the revised policy. Seconded by Hindman. Motion carried.
- D. Meeting Room Use Policy Revision - Minor wording changes, change reference of Conduct in the Library policy to updated name. Griffith moved a motion to approve the revised policy. Seconded by Kramer. Motion carried.

XI. Adjournment

Kelleher moved a motion to adjourn. Seconded by Griffith. The motion carried. The meeting was adjourned at 4:03 p.m.