

Fort Dodge Public Library Board of Trustees

Meeting Minutes

February 24, 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 3:30 p.m. on February 24, 2025 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Alexis Powers (Staff), Pascale Bruns (LA II), TeKierra Shivers (LA II), Merrily Dixon, Brittney Hindman, Sheryl Griffith, Deb Kelleher, James Kramer (by phone), and Joseph West (Fort Dodge resident).

II. Approval of Agenda

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

III. Approval of Minutes

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

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- a. Kelleher moved payments in the amount of \$3,337.99 to be approved in the Gift and Memorial Accounts. Hindman seconded. Motion carried.
- b. Kramer moved payments in the amount of \$7,609.13 to be approved in the City Funds Accounts. Hindman seconded. Motion carried.

VI. Communications/Board Education

- a. Employee Introduction – Full-Time LA IIs
 1. Pascale discussed her coverage of all service desks, and cataloging duties, as well as, her education and work background. She has been with the library since November 2023.
 2. TeKierra discussed her coverage of all service desks, cataloging and notary duties, as well as, her work background. She has been with the library since February 2024.
- b. Enrich Iowa Report – Schmidt explained the various components of the report; Open Access, Interlibrary Loan, and Direct State Aid. FDPL received approximately \$11,000.00 in FY25. This amount is dependent upon accreditation. FDPL used these monies to help fund hoopla.
- c. Dixon attended “Evaluating Your Library’s Value Beyond Cost-Benefit Analysis” and shared 4 key takeaways from the event.

VII. Committee Reports

- a. FDPL Foundation Board – Investments are up 10%YTD. The library allocation amount is forthcoming.

VIII. Director’s Report

Budget

- Included in this month’s board packet is a revised budget request for FY26, trimming the previous proposed budget by approximately \$51,000.00.

Programming/Services

- A new vendor has been chosen for the Adventure Pass reservation system.
- The digitization of the Messenger microfilm is moving forward with a donation and funds from the Foundation.
- The IAShares courier services has expanded to most colleges and universities in Iowa.
- Schmidt signed the Bridges eLibrary consortium agreement.
- Storytime is starting slow. The Spring Open House will be March 20th. The theme for children's summer reading is "Love to Read."
- Storyteller August Green will be at the library March 24th from 6PM-7PM. Helen Miller will have a book signing on March 29th. The theme for adult and teen summer reading program is "Level Up at Your Library."

Building

- ProShield performed the fire extinguisher inspection - 9 of the 16 extinguishers were due for replacement.
- The purchase of a commercial backpack vacuum is being considered.
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Personnel

- The Youth Services Librarian position has been posted. Applications will be accepted through the first week of March.

Miscellaneous

- The BEACON Consortium bi-annual member agreement needs approving and a signature from the board president.
- Schmidt discussed Senate File 347 that could affect the library if passed.
- Reminder: CE Opportunity –Open Meetings & Records: Compliance is the Law Tuesday, February 25, 2025 at 10:00 a.m. – 11:00 a.m.
<https://wd5.myworkday.com/wday/authgwy/stateofiowa/login.html?redirect=n>

IX. Old Business

- a. Revised FY26 Budget Review – Cuts have been made to maintenance contracts, building supplies, and operating supplies with some expenses being taken out of Foundation monies. Personnel changes have also been made but may change depending upon the candidate chosen for the Youth Services Librarian position. Griffith moved a motion to accept the new proposed budget. Seconded by Kelleher. Motion carried.

X. New Business

- a. Digitization of the Messenger Agreement – Funding will come from a donation and Foundation monies. Hindman moved the motion for approval of the agreement. Seconded by Griffith. Motion carried.
- b. BEACON Consortium Agreement (FY26-FY27) – Kelleher moved the motion to approve the agreement. Seconded by Griffith. Motion carried.

XI. Adjournment

Griffith moved a motion to adjourn. Seconded by Kelleher. The motion carried. The meeting was adjourned at 4:18 p.m.