

Fort Dodge Public Library Board of Trustees

Meeting Minutes

January 22, 2024

I. Call to order/Roll Call

Vice-President Merrily Dixon called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:39 p.m. on January 22, 2024 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Alexis Powers (staff), Merrily Dixon, Kelly Hindman (by phone), and Deb Kelleher.

II. Approval of Agenda

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

III. Approval of Minutes

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

IV. Comments/Questions from the Public

V. Bills and Financial Reports

A. Kelleher moved payments in the amount of \$940.07 to be approved in the Gift and Memorial Accounts. Dixon seconded. Motion carried.

B. Kelleher moved payments in the amount of \$9,443.85 to be approved in the City Funds Accounts. Dixon seconded. Motion carried.

VI. Communications/Board Education

VII. Committee Reports

VIII. Directors Report

Budget

- The FY25 budget presentation is tonight at 5 PM.
- The city council will be considering a utility franchise fee. This will be used to help offset tax revenue decreases that are now allocated to fund “quality of life” departments like the library.
- Schmidt hopes to have E-rate form 471 filed by February 1st.

Programming

- Schmidt will hold adult coloring at St. Olaf Church on January 29th.
- Erika is collaborating with the Green Dragon Bookshop on a puzzle competition January 27th.
- Storytime registration kicks of January 25th.

Building

- C.H. McGuiness serviced the boilers this month. It is recommended every two years.

Employee News

- Jessica, the Library Assistant II in the Children’s Department had her baby. They are both doing well.

- The library's part-time Library Assistant I, Savannah, resigned in late December. She has taken a full-time position elsewhere.

IX. Old Business

X. New Business

- A. Strategic Plan Discussion – 4 options were discussed for revising/creating a plan for the next five years. Options include:
- Revision of existing plan - can revisit goals and objectives not met and add additional goals/objectives that may have grown out of response to/changes in services due to impact of COVID
 - Strategic Planning for Results model created by the Public Library Association - involves a three-hour focus group meeting of community members facilitated by Maryann.
 - Variation on Strategic Planning for Results model – Focus group of community members created and then interviewed by phone by Maryann
 - Utilization of existing/new community surveys and demographic data – method used in the creation of our current plan

XI. Adjournment

Hindman moved a motion to adjourn. Seconded by Dixon. The motion carried. The meeting was adjourned at 3:54 p.m.