

Fort Dodge Public Library Board of Trustees

Meeting Minutes

January 27, 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 3:33 p.m. on January 27, 2025 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Alexis Powers (Staff), Laurie Hotz (Youth Services Librarian), Erika Earp (Adult Services Librarian), Merrily Dixon, Brittney Hindman, and Deb Kelleher.

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 December meeting minutes was made by Hindman 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 \$5,659.60 to be approved in the Gift and Memorial Accounts. Hindman seconded. Motion carried.
- B. Hindman moved payments in the amount of \$22,333.56 to be approved in the City Funds Accounts. Kelleher seconded. Motion carried.

VI. Communications/Board Education

- a. Employee Introduction - Department Heads (Laurie & Erika)
 - 1. Laurie discussed the various duties and services that she heads in the Children's Dept. highlighting the crafts, open houses, and summer reading programs.
 - 2. Erika discussed the various duties and services that she heads in the Adult/Reference Dept. highlighting answering reference questions, helping patrons on the computers, and planning programs for adults year-round.
- b. WorkDay Learning (CE Platform)
<https://wd5.myworkday.com/wday/authgwy/stateofiowa/login.html?redirect=n>
- c. State Library Continuing Education YouTube Website:
<https://www.youtube.com/c/statelibraryofiowacontinuingeducation>

VII. Committee Reports

- o Friends of the Library – The Brown Bag Briefings for April are being scheduled. The Book sale will be May 5th-10th. 4 member's terms expire in June.

VIII. Director's Report

Budget

- The City is facing a projected general fund deficit of approximately \$400,000.00 next fiscal year. The city manager has floated the idea of not replacing eight full-time positions that will be vacant as of July 1, 2025, including our youth services librarian.

- Schmidt requested the library budget workshop be moved to Feb 3rd to prepare for discussion of the youth services librarian position ramifications.
- Schmidt filed E-Rate form 471 on January 15th.

Programming/Services

- Notary services are now available to the public.
- Storytime has begun. There are also Saturday Craft Days in the Children's Dept through Feb 1st. The Winter Art Contest has begun.
- The after-hours mini golf program had 11 attendees.
- A waterless snow globe program is scheduled for Feb 1st.

Building

- Two new cameras will be installed in the north and south west corners of the building by IFC.
- SEI has submitted a quote for cellular monitoring of the security system. Schmidt has also requested IFC to submit a quote.

Personnel

- Shaina Sheeder began January 6th. She is doing great so far.
- Schmidt hopes to begin advertising the Youth Services Librarian position mid-February. The goal is to have the position start May 1st.

Trustees

- Continuing Education Opportunities:
 - ILOC – Evening Keynote Speaker Kevin Unrath: Evaluating Your Library's Value Beyond Cost-Benefit Analysis
Thursday, January 30, 2025 6:00 p.m. - 7:00 p.m.
<https://www.statelibraryofiowa.gov/index.php/libraries/training-consulting/continuing-education/special-events/iloc/schedule>
 - Open Meetings & Records: Compliance is the Law
Tuesday, February 25, 2025 10:00 a.m. – 11:00 a.m.
<https://wd5.myworkday.com/wday/authgwy/stateofiowa/login.html?redirect=n>

IX. Old Business

X. New Business

XI. Adjournment

Kelleher moved a motion to adjourn. Seconded by Hindman. The motion carried. The meeting was adjourned at 4:29 p.m.