

Fort Dodge Public Library Board of Trustees

Meeting Minutes

July 22, 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 3:36 p.m. on July 22, 2024 at the Fort Dodge Public Library.

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

II. Approval of Agenda

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

III. Approval of Minutes

A motion to approve the June meeting minutes was made by Kelleher 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 \$5,577.72 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.
- B. Kramer moved payments in the amount of \$14,227.27 to be approved in the City Funds Accounts. Griffith seconded. Motion carried.

VI. Communications/Board Education

VII. Committee Reports

- A. Friends of the Library – 4 new Board Members, Pam will organize the October Brown Bag Briefings, Tim will do the April Brown Bags, Friends income was \$32,185.21 for FY24. Friends approved the library's budget request of \$22,550.00.

VIII. Directors Report

Technology

- The switch from ICN to Fort Dodge Fiber as our ISP went smoothly. We will receive one final bill from the ICN for service in July as they neglected to inform us until after the first of the month that we also needed to submit a disconnect ticket.
- The library will be purchasing two new PoE switches and six access points from Ubiquiti with Hillesland monies to upgrade wi-fi equipment and 4 new card catalog computers from Dell.

Programming

- Over 1,000 children and 51 teens are registered for summer reading.
- The busiest day was July 16th (ISU Insect Zoo). The average attendance has been 284 people.
- Over 200 new cards have been issued and 873 cards renewed.
- 13,319 items have been checked out and 1,399 items renewed.

Building

- Greg will install the speaker staff on the art installation tomorrow. He will also find a local business to make a steel compression plate that fits between the platform and the column of books.
- With the help of the assistant city manager, Schmidt created an informal bid document for the two concrete projects the library would like to have done this year. It went out to eight local companies earlier this month, with bids due back Monday, July 22.
- The intermittent high-pitched noise coming from somewhere in the ceiling of the boardroom is back. Staff are currently working to determine the source.

Misc.

- One of our full-time employees is moving in August. The open position has been posted internally and one current part-time employee has applied. There will then be an open part-time position or the full-time position will go public.
- All paperwork has been completed for the library's continued participation in the State Library's Direct State Aid, open access, and ILL reimbursement programs.
- The library has received its annual Hillesland Trust monies.

IX. Old Business

- A. GO Bond Monies – Concrete Projects Bids - The library received one bid for the replacement of the south side stairs and the transitions between the brick and sidewalk in front of the building. Woodruff Construction submitted a bid of \$29,400.00. Griffith moved a motion to approve the submitted bid. Kelleher seconded. Motion carried.

X. New Business

- A. Library Assistant II Job Description – Reformatted to match city job descriptions layout, updated to new pay grade and job number. Revised to reflect current job duties. Kramer moved a motion to approve the revised job description. Seconded by Griffith. Motion carried.
- B. Financial Responsibilities Policy Revision (formerly Finance Policy) - removal of reference to collective bargaining agreement, minor changes in phrasing/wording and change in name of policy. Kelleher moved a motion to approve the revised policy. Seconded by Griffith. Motion carried.
- C. Gifts and Donations Policy Revision - Minor wording changes. Kramer moved a motion to approve the revised policy. Seconded by Dixon. Motion carried.
- D. Interlibrary Loan Policy Revision - Minor wording changes. Kelleher moved a motion to approve the revised policy. Seconded by Griffith. Motion carried.
- E. Study Room Use Policy Revision - Minor wording changes. Kramer moved a motion to approve the revised policy. Seconded by Kelleher. Motion carried.

XI. Adjournment

Kelleher moved a motion to adjourn. Seconded by Griffith. The motion carried. The meeting was adjourned at 4:00 p.m.