

Fort Dodge Public Library Board of Trustees

Meeting Minutes

June 23, 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 June 23, 2025 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Alexis Powers (Staff), Anastasia Peratopoulos (Youth Services Librarian), Jim Kramer, Merrily Dixon, Brittney Hindman, Sheryl Griffith and Deb Kelleher.

II. Approval of Agenda

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

III. Approval of Minutes

Griffith noted a change in the minutes. Under I. Call to order/Roll Call the addition of Sheryl Griffith as present. A motion to approve the amended May meeting minutes was made by Hindman and seconded by Griffith. Motion carried.

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- a. Kelleher moved payments in the amount of \$7,518.02 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.
- b. Kramer moved payments in the amount of \$6,772.95 to be approved in the City Funds Accounts. Hindman seconded. Motion carried.

VI. Communications/Board Education

- a. Employee Introduction – Youth Services Librarian
 1. Anastasia introduced herself and Board Members recommended local businesses and organizations that might help her acclimate to Fort Dodge.

VII. Committee Reports

VIII. Director's Report

Programming/Services

- The Summer Reading Programs kicked off June 2nd.
- The Iowa Adventure Pass program has returned.
- Advantage Archives has finished digitizing and the new link was added to the website last week. This link is only available inside the library due to copyright.
- Mometrix will replace BrainFuse (HelpNow/JobNow/VetNow) beginning July 1st.

Building

- Midstate Plumbing was here June 17th. They will need to replace a ball-bearing on one of the air handler system motors or replace the motor.
- Woodman Controls will hopefully be able to identify and fix the high-pitched noise in the board room on their next visit.
- The Fort Dodge Police Department is holding their Night to United on June 26th. The library's restrooms and lobby will remain open for the event.

- IowaWorks is relocating to the Wells Fargo building but their space is not yet ready and they must vacate their current space. They will temporarily use the lobby meeting room as their offices from August 1st to mid-September.

Budget

- The library will use Deardorf Foundation grant monies for adult materials (\$15,000) and hoopla (\$10,000).
- The Hillesland check arrived today for \$26,450.40.

Personnel

- Included in this month's packet is a revised job description for the Administrative Specialist position.
- Alexis' last day will be July 2nd.

Miscellaneous

- The library will be selling copies of Paul Stevens' book *Spotlight 2.0* for \$10.00. All proceeds will directly benefit the library.
- Schmidt received a search warrant from the U.S. Marshals Services requesting server log data associated with one of the library's IP addresses. Since the library's system only retains this information for 24 hours, the library was unable to provide the requested data.

IX. Old Business

X. New Business

- A. Administrative Coordinator Job Description – The job title was changed. The minimum/preferred qualifications have been revised to align with those used by some of the other city departments. Some changes in duties. Griffith moved the motion to approve the revised job description. Seconded by Kramer. Motion carried.
- B. Election of Officers for FY26-A slate of officers was discussed:
 - President – Merrily Dixon.** Motion moved by Kelleher. Griffith seconded. Motion carried.
 - Vice President – James Kramer.** Motion moved by Kelleher. Dixon seconded. Motion carried.
 - Secretary – Sheryl Griffith.** Motion moved by Dixon. Kelleher seconded. Motion carried.
- C. Appointment of Liaisons to Other Boards (Friends/Foundation) - It was discussed that Hindman will become the Friends liaison. Kramer will remain the Foundation liaison. Motion moved by Kramer. Seconded by Hindman. 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.