

Fort Dodge Public Library Board of Trustees

Meeting Minutes

December 21, 2023

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 3:32 p.m. on December 21, 2023 at the Fort Dodge Public Library.

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

II. Approval of Agenda

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

III. Approval of Minutes

A motion to approve the November 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 \$6,402.91 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.

B. Kelleher moved payments in the amount of \$7,4414.67 to be approved in the City Funds Accounts. Kramer seconded. Motion carried.

VI. Communications/Board Education

VII. Committee Reports

A. Foundation – no meeting.

B. Friends – no meeting.

VIII. Directors Report

Budget

- The revised FY25 budget is included in this month's packet.
- Fort Dodge Fiber's bid came in as the lowest monthly rate for internet services. Schmidt plans to sign a five-year contract with them beginning July 1st. The bid matrix is included in this month's packet.

Programming

- Schmidt held adult coloring at St. Olaf Church on December 18th and plans to hold another session in January.
- Schmidt will speak to the Fort Dodge Noon Sertoma club on January 4th.
- Erika is doing a visions board program for adults and teens on January 16th.

Building

- 365 Mechanical has begun work on the pipes for the boilers. They should finish up next week. This project will address the issues of the boilers shutting themselves off.

Policies

- All policies with reference to fines have been revised and are included in this month's packet. This will allow the library to go fine free.

Misc.

- Schmidt spoke with Paul Stevens who will have a piece in the Messenger in January on the library.
- The library's new website will be highlighted in the city's column for the Messenger soon.

IX. Old Business

- A. Approve FY25 Budget Proposal – Fines were dropped to zero. There was an increase in personnel due to a missed step increase, and an increase in travel, meals, lodging for staff anniversaries. A motion to approve the revised budgets totals was moved by Kelleher. Kramer seconded. Motion carried.

X. New Business

- A. Annual Review – Director – The annual review has been completed. The Board commended Schmidt for her handling of staffing changes and her advocacy and passion for the library. Hindman will obtain Schmidt's signature and submit the review to Human Resources.
- B. Borrowing Library Materials Policy – Revision
- C. Fines and Fees Addendum – Revision
- D. Library Cards and Card Holder Responsibilities Policy – Revision
- E. Public Access Computers Policy – Revision

After reviewing all policies up for revision and Kelleher noting a typo, Griffith moved to approve all policy revisions collectively. Kelleher seconded. Motion carried.

XI. Adjournment

Kramer moved a motion to adjourn. Seconded by Kelleher. The motion carried. The meeting was adjourned at 4:01 p.m.