

Fort Dodge Public Library Board of Trustees

Meeting Minutes

April 22, 2024

I. Call to order/Determination of Quorum

President Kelly Hindman called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:31 p.m. on April 22, 2024 at the Fort Dodge Public Library.

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

II. Agenda Approval

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 March meeting minutes was made by Griffith and seconded by Dixon. Motion carried.

IV. Comments/Questions from the Public

V. Bills & Financial Reports

- A. Dixon moved payments in the amount of \$4,200.35 to be approved in the Gift and Memorial Accounts. Kramer seconded. Motion carried.
- B. Kramer moved payments in the amount of \$4,987.14 to be approved in the City Funds Accounts. Griffith seconded. Motion carried.

VI. Communications/Board Education

VII. Committee Reports

VIII. Directors Report

Programming

- Planning for summer reading is almost done. The theme will be Relax & Read.
- Schmidt received good feedback from the library's survey at the Autism Awareness Walk.
- April was a busy month in programming with Brown Bag Briefings, the coloring contest, which had 100 entries, and two special events held during National Library Week.
- There will be another puzzle swap in May.

Building

- Greg painted the west wall of the hallway going to the large meeting room. He will paint the east side this fall.
- Schmidt received the replacement costs of the stolen art installation out front. The monies will come out of the money the Deardorf Foundation gave money to maintain the piece. Schmidt also received the initial court appearance order listing the charges and no contact order from the Webster County Attorney's Office.

Employees

- Schmidt would like to close the building for a day in May for staff training. This will include AED and CPR instruction. Staff will also review circulation policies and procedures as well as situational procedures before the busy summer season.
- The library has purchased Libby t-shirts for the staff with advertising monies from the Foundation.

Policies/Accreditation

- The library will be applying for reaccreditation in February 2025. As part of that process we must verify that we meet certain standards, including board approved policies covering circulation, collection development, internet use, and personnel. These four policies need to have been reviewed and approved in the last three years (since February 2022 for those applying in 2025). The Board reviewed and updated the library's circulation, internet use, and personnel policies in 2023 but our collection development policy has not been reviewed/updated since July 2021. Since the collection development and request for reconsideration policies are related, I felt it was a good time to revise both.

IX. Old Business

X. New Business

- A. Collection Development Policy Revision - Revisions to the collection development policy include shortening Fort Dodge Public Library to FDPL where possible, rewording the section about collection management (weeding materials), adding and/or rewording some of the criteria for selection, and adding a section about expressions of concern (formerly known as request for reconsideration of materials). - Kramer moved the approval of the revised policy. Griffith seconded. Motion carried.
- B. Request for Reconsideration Policy and Form Revisions (renamed/revised as Expression of Concern Policy and Form) - The request for reconsideration of materials policy and form have been totally revised and updated. Schmidt drew upon other libraries' policies in the state to create the revised policy. Since individuals may express concerns about things other than materials, the policy and form have also been renamed to reflect this. There have also been changes made to the procedure staff, board members, and persons wishing to file a formal written concern will follow in such a situation. – Dixon moved the approval of the revised policy. Griffith seconded. Motion carried.
- C. Staff Development Day Closure – The Library Board members were in favor of the closure for staff training.

XI. Adjournment

Griffith moved a motion to adjourn. Seconded by Dixon. The motion carried. The meeting was adjourned at 4:07 p.m.