

Fort Dodge Public Library Board of Trustees

Meeting Minutes

May 22, 2023

I. Call to order/Roll Call

President Deb Kelleher called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:28 p.m. on May 22, 2023 at the Fort Dodge Public Library.

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

II. Approval of Agenda

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

III. Approval of Minutes

A motion to approve the April meeting minutes was made by Dixon and seconded by Kramer. Motion carried.

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- A. Hindman moved payments in the amount of \$5,824.31 to be approved in the Gift and Memorial Accounts. Dixon seconded. Motion carried.
- B. Dixon moved payments in the amount of \$5,379.88 to be approved in the City Funds Accounts. Kramer seconded. Motion carried.

VI. Communications/Board Education

- A. Iowa Library Statistics FY22 (link below for complete report):
https://www.statelibraryofiowa.gov/application/files/5616/8245/4109/IOWA_PUBLIC_LIBRARY_STATISTICS_big_book_fy22_final.pdf -- This is the library's first year as an "F" size library due to the decrease population of the census. Program and activity numbers were compared and discussed. The consensus was that these numbers help the library see where changes might need to be made to meet community needs not necessarily to compare to other libraries.

VII. Committee Reports

- A. Friends of the Library – The members voted on a new logo. Brown Bag Briefings were well attended. The book sale did not earn as much as normal but the bookstore did well during those days.
- B. FDPL Foundation – The funds are down but still above the market as a whole.

VIII. Directors Report

Budget

- Erate funds were granted for next year.

Building

- There was an issue with the HVAC system earlier this month. It seems the problem has been identified and fixed.

Technology

- Schmidt reviewed a new website proposal with the Library Board.
- The Google tour has been added to the library's website.

Programming

- Adventure Passes are now available for booking on the library's website.

Staff

- The City has elected to elevate employees' salaries to 102% of the current market rate over two years based on the compensation study performed. HR will be meeting with library staff to discuss how this will affect them.
- The mini in-service was a success and staff was able to decide on basic procedures to follow during emergencies as well as how to address the needs of transgender patrons. Schmidt would like to hold another in-service later this year.

Misc.

- Dawn Larson contacted Schmidt about the possibility of parking food trucks on the east end of the Square one or two days a week during the summer. More information to come.
- The State Library published the FY22 statistics for public libraries.

IX. Old Business

- A. Final Approval of FY24 Budget – A motion to approve the finalized budget for FY24 was moved by Hindman. Seconded by Kramer. Motion carried.

X. New Business

- A. Library Website – LibraryMarket is the company that Schmidt would like to use to design a more user friendly and ADA compliant website for the library. The entire process would cost approximately \$25,000 and take 20 weeks. There would then be a \$3,500 annual fee for website hosting and use of their calendar product. This project would help fulfill one of the goals for the Strategic Plan. The project would be paid for with Foundation monies. Kramer moved a motion to request a formal proposal from LibraryMarket. Seconded by Kelleher. Motion carried.

XI. Adjournment

Dixon moved a motion to adjourn. Seconded by Kramer. The motion carried. The meeting was adjourned at 4:19 p.m.