

Fort Dodge Public Library Board of Trustees

Meeting Minutes

October 23, 2023

I. Call to order/Roll Call

President Kelly Hindman called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:32 p.m. on October 23, 2023 at the Fort Dodge Public Library.

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

II. Approval of Agenda

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

III. Approval of Minutes

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

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- A. Dixon moved payments in the amount of \$1,392.49 to be approved in the Gift and Memorial Accounts. Kelleher seconded. Motion carried.
- B. Kelleher moved payments in the amount of \$6,896.64 to be approved in the City Funds Accounts. Dixon seconded. Motion carried.

VI. Communications/Board Education

Schmidt discussed the budget, collection changes and statistics from the annual survey with the Board.

VII. Committee Reports

- A. Foundation – No meeting.
- B. Friends – Meets tomorrow.

VIII. Directors Report

Building

- The water intake on both ends of the west sidewalk are bad. Public Works is currently repairing the northwest corner. The southwest will be repaired sometime next year.

Budget

- The city has placed preliminary budget numbers in for FY25 minus personnel numbers. Schmidt and Powers will be working on the draft for the December Board meeting.
- E-rate for FY25 opens this week. Schmidt anticipates bids from Fort Dodge Fiber, ICN, and Mediacom for 3- and 5-year contracts.

Website

- The logo was finalized and the last two items have been submitted for the website. It has now been handed over to the design/development team with an anticipated mid-December launch.

Personnel

- Taylor McCoy started today. She is filling the part-time Library Assistant I position.
- Currently 2 interviews are scheduled for the Library Assistant II opening.

Misc.

- The scythe from in front of the library was stolen around 8:30 p.m. on September 25th. A report was filed and with the help of security footage the culprit was identified. The scythe has not yet been recovered but Schmidt is waiting a few months to see if it may be found before ordering a replacement.

IX. Old Business

X. New Business

Hindman will begin preparations for Schmidt's annual evaluation. He hopes to have it formatted for the November meeting and finalized by the end of the year.

XI. Adjournment

Kelleher moved a motion to adjourn. Seconded by Dixon. The motion carried. The meeting was adjourned at 4:02 p.m.