

# **Fort Dodge Public Library Board of Trustees**

## **Meeting Minutes**

November 27, 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 November 27, 2023 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), James Kramer, Sheryl Griffith, Merrily Dixon, Kelly Hindman, and Jenn Becker (Guest).

### **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 October meeting minutes was made by Griffith and seconded by Kramer. Motion carried.

### **IV. Comments/Questions from the Public**

Jenn Becker, FDPL Foundation Board Member, presented ideas to support the children's area. The Library Board thanked Becker for her contribution of ideas.

### **V. Bills and Financial Reports**

A. Griffith moved payments in the amount of \$2,605.18 to be approved in the Gift and Memorial Accounts. Kramer seconded. Motion carried.

B. Kramer moved payments in the amount of \$8,510.70 to be approved in the City Funds Accounts. Griffith seconded. Motion carried.

### **VI. Communications/Board Education**

### **VII. Committee Reports**

A. Foundation – A review of investments was discussed.

B. Friends – The book sale totals were great. Volunteers are needed for the book sale and children's open houses.

### **VIII. Directors Report**

#### **Budget**

- The preliminary FY25 budget is included in this month's packet.
- Schmidt has filed E-Rate for FY25.
- The library's Bridges fees will increase beginning FY25 to facilitate purchasing more copies of popular items in the future.

#### **Website**

- Admin training for the website is complete. Other roles are still training.
- Staff is reviewing the site for errors/changes that need to be made.

#### **Programming**

- Schmidt held a coloring program at St. Olaf's Lutheran Church on November 21<sup>st</sup>.

#### Personnel

- Pascale Bruns was hired to fill the full-time Library Assistant II position. Her first day was November 14<sup>th</sup>. She has library experience and a Master's degree in library science.
- Management attended mandatory harassment training on November 13<sup>th</sup>. The remainder of the staff attend on December 5<sup>th</sup>. The library will close at noon that day and staff will spend remainder of the day reviewing circulation procedures and discussing changes to processes that may improve workflow.

#### Misc.

- The library contributed a branded bag and mug to Mainstreet Fort Dodge Merry on Mainstreet/Small Business Saturday celebration.
- Schmidt met with new council members, Megan Secor and Jen Crimmins, to brief them on the library's inner workings.
- On November 8<sup>th</sup> a woman informed staff that a man had approached her and asked her to watch a quart sized bag filled with what appeared to be dried weeds. The police were contacted to collect it. The gentleman has not been seen since the incident.

### **IX. Old Business**

#### **X. New Business**

- A. Preliminary Budget Review – The Library Board approved the proposed budget for FY25.

#### **XI. Adjournment**

Griffith moved a motion to adjourn. Seconded by Dixon. The motion carried. The meeting was adjourned at 4:38 p.m.