

Fort Dodge Public Library Board of Trustees

Meeting Minutes

December 23, 2024

I. Call to order/Roll Call

President Merrily Dixon called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:30 p.m. on December 23, 2024 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Alexis Powers (Staff), James Kramer, Sheryl Griffith, Merrily Dixon, Brittney Hindman, 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 Griffith. Motion carried.

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- A. Kelleher moved payments in the amount of \$1,479.70 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.

- B. Kramer moved payments in the amount of \$8,614.03 to be approved in the City Funds Accounts. Kelleher seconded. Motion carried.

VI. Communications/Board Education

VII. Committee Reports

VIII. Directors Report

Budget

- Included in this month's board packet is a revised budget proposal for FY26. HR updated our personnel expenses for next fiscal year, resulting in a \$32,179.00 difference between what the Board approved in November and what is reflected in the attached document. There have been no other changes made to the FY26 budget we plan to present to the Council on Monday, January 27th.

Programming/Services

- TeKierra volunteered to become a notary so the Library can start offering this service to the public. Guidelines are being drawn up we'll post the information on our website. The service will start next year. No charge for this service is currently planned.

Building

- The men's restroom stalls have been repainted.
- A Naloxbox has been installed in the library.

Personnel

- Shaina Sheeder has been hired to fill the open Library Assistant I position. She will start January 6th.

Misc.

- The Lucky Day collection has moved to the spinner rack the new audiobooks were previously on.
- The new self-checkout machine and app are already seeing use.
- New staff task chairs will arrive at the end of January.

Job Descriptions-Adult Services Librarian and Youth Services Librarian

- Both job descriptions have been reformatted to match the city's job description layout and reflect their new pay grades and job numbers. Both positions will now require a Master's degree in Library Science from an ALA accredited college or university and one or more years of supervisory experience.
- The Adult Services Librarian will be responsible for focusing on services and programs for adults ages 18+, including oversight/supervision of circulation and technical services while the Youth Services Librarian will focus on services and programs for children, tweens, and teens (0-18) and their caregivers.
- The new job descriptions will take effect March 1, 2025.

Remodeling Project

- Included in this month's packet is a copy of the quote/contract for a library space audit to be performed. The purpose of this space audit is to help us determine how we can improve circulation now, better utilize our space, and improve patron experience, as well as provide us with suggestions for optimal space configuration when we renovate our building in FY26.

IX. Old Business

- A. Annual Review – Director – Schmidt's annual review was conducted.
- B. Revised FY26 Budget Review – A motion to approved the revised budget was moved by Griffith and seconded by Hindman. Motion carried.

X. New Business

- A. Contract for Library Space Audit – The purpose of this space audit is to help the library determine how it can improve circulation now, better utilize its space, and improve patron experience, as well as provide it with suggestions for optimal space configuration when it is renovated in FY26. A motion to approve the space audit contract was moved by Kelleher and seconded by Kramer. Motion carried.
- B. Adult Services Revised Job Description – A motion to approve the revised job description was moved by Hindman and seconded by Griffith. Motion carried.
- C. Youth Services Revised Job Description – A motion to approve the revised job description was moved by Kelleher and seconded by Kramer. Motion carried.

XI. Adjournment

Kramer moved a motion to adjourn. Seconded by Kelleher. The motion carried. The meeting was adjourned at 4:36 p.m.