

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

## ***Meeting Minutes***

November 25, 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 3:32 p.m. on November 25, 2024 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), 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 October meeting minutes was made by Kelleher and seconded by Hindman. Motion carried.

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

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

- A. Kelleher moved payments in the amount of \$3,460.77 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.
- B. Kramer moved payments in the amount of \$5,246.00 to be approved in the City Funds Accounts. Griffith seconded. Motion carried.

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

### **VII. Committee Reports**

- A. Foundation – It has been a good year for the stock so monies are good. There was discussion of how funds are invested and the cost of investments if costs could be lowered.
- B. Friends – The bookstore is doing well. Brown Bags are being planned for April 2025.

### **VIII. Directors Report**

#### **Budget**

- The preliminary FY26 budget is included in this month's packet. It includes increases in revenues from Webster County, and in the expenses for personnel, professional fees, postage, maintenance contracts, and telephone services. There will be decreases in internet services, travels/meals/lodging and the freight line will be eliminated. It reflects the transfer of Scharfenburger Funds to Capital Revenues for the anticipated remodel.

#### **Programming**

- FDPL will host an activity for children and families during a special Ribbon Cutting/Open House being held at City Hall on Wednesday, December 18<sup>th</sup> from 4:30-7:00.
- Magnatiles and craft activities will be available in the Children's Department on the following days: November 27<sup>th</sup>, December 7<sup>th</sup>, December 21<sup>st</sup>.
- Laurie has started booking performers for next summer's Tuesday Adventures.
- There have already been 1,294 views of some of the virtual programs available through the Library Speakers Consortium.
- Erika plans to host mini-golf for teens and adults again on a Saturday in January.

- The Adventure Pass program host is shutting down as of December 3, 2024. The passes will pause beginning January 1, 2025 until another vendor can be found to host the bookings.

#### Personnel

- The Board needs to complete Schmidt's annual review in the next two months.
- Schmidt hopes to have the new Library Assistant I begin shortly after January 1, 2025.
- Schmidt recommends the Board vote to promote the part-time Library Assistant Is to part-time Library Assistant IIs starting July 1, 2025. Reasons for this change include better customer service, increased staffing flexibility, and one set of training/continuing education/annual review standards.

#### Misc.

- The Friends will be purchasing new staff chairs for the service desks since the current ones are from 2001. The chairs should arrive in 4-6 weeks once ordered.
- The new self-checkout has arrived. It still needs assembled/configured for patrons to use. The company is currently working on a way to prevent patrons from using the app to check out DVDs. FDPL will wait on publicizing until there is a solution, hopefully in early January.

### **IX. Old Business**

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

- A. Library Assistant Positions Change – The benefits of the change and the increase in the personnel budget line were discussed. A motion to approve the change of Library Assistant Is to Library Assistant IIs was moved by Kelleher and seconded by Griffith. Motion carried.
- B. Preliminary FY26 Budget Review – A motion to approved the proposed budget was moved by Kramer and seconded by Hindman. Motion carried.
- C. Policy Revision – Displays in the Library – minor changes in phrasing/wording. A motion to approve the revised policy was moved by Kelleher and seconded by Griffith. Motion carried.

#### **XI. Adjournment**

Griffith moved a motion to adjourn. Seconded by Dixon. The motion carried. The meeting was adjourned at 4:18 p.m.