

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

## **Meeting Minutes**

October 28, 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 3:31 p.m. on October 28, 2024 at the Fort Dodge Public Library.

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

### **II. Approval of Agenda**

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

### **III. Approval of Minutes**

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

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

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

- A. Kelleher moved payments in the amount of \$5,340.58 to be approved in the Gift and Memorial Accounts. Kramer seconded. Motion carried.
- B. Hindman moved payments in the amount of \$35,776.73 to be approved in the City Funds Accounts. Kelleher seconded. Motion carried.

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

#### **VII. Committee Reports**

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

#### **VIII. Directors Report**

##### Building

- The library will receive \$550,000.00 from the sale of GO Bonds in 2025 for remodeling. Schmidt hopes to replace the furniture and carpet, replace the front doors with automatic sliding doors and install an adult changing table among other things.
- Schmidt hopes to have a preliminary FY26 Budget for the Board to review in November.

##### Programming

- The Lucky Day collection started circulating in August. There was an announcement on the Facebook page and it is a feature card on the website home page.
- The Library Speakers Consortium was launched this month. Patrons will be able to register for live, interactive, bestselling author events that are held a few times a month. A back catalog is also available for viewing.
- Kelleher made suggestions for a possible chess club/area or a knitting meeting for patrons as easily implemented ideas.

#### Accreditation Update

- The lead person at the State Library who oversees the accreditation process is retiring so they have decided to defer accreditation applications for one year. This means the library's accreditation will now expire June 30, 2026 so we will need to reapply by the end of February 2026.
- Schmidt completed the ADA Checklist for Existing Facilities (Priority 1: Approach & Entrance) for Board approval in compliance with Standard 80. Standard 80 states that the library board and director should review at least one of the four ADA checklists every three years. Kramer suggested the library may also need to look into changing the drive-up return to make it more accessible

#### Misc.

- Schmidt attended a Space Planning workshop on October 21<sup>st</sup>. It was very informative and Schmidt hopes implement some marketing tools she learned. Schmidt would like to hire one of the speakers for a Space Audit to help with circulation and possibly make changes during the remodel.
- The new self-checkout and branded app have been ordered from Meescan. They should be ready to debut in early December.
- Schmidt is considering applying for an ALA Libraries Transforming Communities Grant to purchase a prefabricated meeting space to provide a quiet space where neurodivergent individuals who are feeling overwhelmed could go to decompress while visiting the Library.

### **IX. Old Business**

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

- A. Library Assistant I Job Description – Formatted to fit with city requirements. Cleaned/Streamlined duties, updated pay grade. A motion to approve the updated job description was moved by Kelleher. Hindman seconded. Motion carried.
- B. ADA Checklist Priority 1 – Approach & Entrance – A motion to approve the checklist was moved by Kramer and seconded by Kelleher. Motion carried.

### **XI. Adjournment**

Kramer moved a motion to adjourn. Seconded by Hindman. The motion carried. The meeting was adjourned at 4:13 p.m.