

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

## **Meeting Minutes**

September 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 3:38 p.m. on September 23, 2024 at the Fort Dodge Public Library.

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

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

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

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

- A. Kramer moved payments in the amount of \$3,783.97 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.
- B. Kramer moved payments in the amount of \$7,392.65 to be approved in the City Funds Accounts. Griffith seconded. Motion carried.

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

The Board went over the annual report for the library.

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

- A. Foundation – No meeting.
- B. Friends – Four new members will be needed next summer. The book store is doing well. Friends will set up a Venmo & Square account as payment methods.

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

##### **Building**

- Woodruff Construction has finished all concrete work and are just waiting on the stair railings.
- Troy Brandt is investigating the pressurization issue causing difficulty with opening the outside doors.

##### **Annual Report**

- The FY24 annual report has been submitted. A copy is in this month's board packet.

##### **Programming**

- Fall Storytime registration begins September 19<sup>th</sup>. They will be held on Wednesdays at 10:30 a.m. and Thursdays at 4:00 p.m. through November 7<sup>th</sup>.
- The Children's Dept. Fall Open House will be October 23<sup>rd</sup> from 3:45 p.m. to 5:00 p.m.

- Brown Bag Briefings return Thursdays in October.
- There will be another speed puzzle competition in partnership with the Green Dragon Bookshop on October 19<sup>th</sup>. Erika is also planning another puzzle swap in November.

#### Monies

- The library received a second check from the Hillesland Trust for \$14,027.76.
- On September 12<sup>th</sup> Schmidt accepted a check on behalf of the FDPL Foundation from the estate of Bonnie Barnett for \$133,761.32.

#### Misc.

- Schmidt will be in a daylong strategic planning session on September 26<sup>th</sup> with the other city department heads. They will then meet with the city council on October 7<sup>th</sup> to discuss the priorities before a final plan is drafted.
- Erika will attend the Iowa Library Association Conference in Des Moines on October 10<sup>th</sup> & 11<sup>th</sup>.
- Schmidt will attend a Space Planning Workshop on October 21<sup>st</sup> in Spencer.

### **IX. Old Business**

- A. Five-Year Plan Revision – The proposed revised plan includes a section entitled Update that explains the reasons FDPL is choosing to amend/revise the original plan and the new goals, objectives, and activities for the next year. A motion to approved the revised plan was moved by Griffith and seconded by Hindman. Motion carried.

### **X. New Business**

- A. Programming Policy Revision – minor wording changes. A motion to approve the revised policy was moved by Kramer and seconded by Dixon. Motion carried.
- B. Confidentiality and Library User Records Policy Revision – minor wording changes. A motion to approve the revised policy was moved by Kramer and seconded by Dixon. Motion carried.
- C. Exam Proctoring Policy Revision - minor wording changes. A motion to approve the revised policy was moved by Kramer and seconded by Dixon. Motion carried.

### **XI. Adjournment**

Kramer moved a motion to adjourn. Seconded by Hindman. The motion carried. The meeting was adjourned at 4:19 p.m.