



# CITY OF LECLAIRE, IOWA

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## LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*Tuesday, May 10, 2022*

"The Mission of the LeClaire Community Library is to enhance the intellectual, social, and cultural strength of our community."

### MINUTES

A meeting of the Library Board of Trustees was held at 7:00 P.M. on Tuesday, May 10th at the Le Claire Community Library, 323 Wisconsin Street, LeClaire Iowa, utilizing the current Covid-19 safety guidelines as set in place by the mayor - social distancing, wearing masks if unvaccinated, etc.

### CALL MEETING TO ORDER-

### ROLL CALL

Ray Ainslie, Mandy Harvey, Nick Johnson, Karen Nelson, Becky Pilger, Mike Souhrada, Meredith Viljoen, Bill Bloom – Council Liaison, Melita Tunnicliff – Library Director  
Trustee applicants: Linda Mitchell, Calla Parochetti

### CONSENT AGENDA, 1<sup>st</sup> – Mandy, 2<sup>nd</sup> Ray, Unanimous Vote

1. Preview agenda
2. Minutes from last regular meeting
3. Library Claims \$4,631.76  
Catch up from bills not being paid correctly

### LIBRARY DIRECTORS REPORT

1. Library Director's Report –  
Programming and Events:
  - For National Poetry month, Open Mic Poetry Night was a big success. Poets came from as far as Geneseo to share their poems. (Strategic Plan Lifelong Learning Goal #2)
  - Our local history talks were very well attended and we have received positive feedback from community members. (Strategic Plan Lifelong Learning Goal #3) (38 for Closed Iowa High School Author and 50 for Pearl Button)
  - Our book club is gaining attendance, but we will have a break over the summer and Tabatha will take it over in the fall.
  - The Summer Reading Program theme is "Read Beyond the Beaten Path." Performers will include:
    - Popular Astronomy Club Mobile Observatory: Friday June 3rd @ 8pm
    - Absolute Science - Bigger Bang Bubbles: Friday, June 10th @ 2pm
    - Cold-blooded Redhead - Meet Reptiles: Saturday, June 25th @ 10:30am
    - Leonardo Music for Kids - Rockin' and Readin': Tuesday, July 5th @ 4:30pm
    - Brent Allan & Friends - Camp Iwannareedabuk: Wed, July 20th @ 2pm
    - Ballet Quad Cities – Dance me a Story: Friday, July 27th @ 4:30pm
    - Michael Albert – Collage Workshop: Monday, Aug 1st @ 4pm

We have added:

  - The Front Porch Pickers band: Wed, June 15th @ 6pm
  - Dave Murcia – Wild Raptors of Iowa Wed, July 29th @ 10:30 am
  - Two special Storytimes this summer:
    - Laurie Fruedenberg – Storytime w/the Author: Tues, June 28th @ 6pm
    - WQPT PBS Storytime: Friday, July 29th @ 10:30am
  - Ashe will do SRP kick-offs at Bridgeview and Cody.

## Outreach

- The Buffalo Bill Museum partnership is going well. We had borrowed items having a connection to our two local history programs. We will soon be choosing items for a May display.(Strategic Plan Lifelong Learning Goal #3)
- We have had a request from St. Ambrose to take on a summer intern to work approximately 15 hours per week. This student is interested in librarianship as a career. Melita will ask Friends if they would be willing to provide a stipend for gas for the intern.
- We are partnering with the new Parks and Rec Director, Greg Ludwig, to have our June 3rd astronomy program at Huckleberry Park. Greg will help us choose games to play in the field between 8pm and 9pm when the skies are dark enough for observing stars. We plan to have cold s'mores and a registration table for Summer Reading.
- We are discussing including Storywalks in LeClaire Parks.

## Friends of the Library

- May Friends' books sales: \$42.55. Friends volunteers are taking over the Sale Room duties.
- The Friends are again generously supporting our Summer Reading Program with the proceeds from Birdies for Charity. You can donate online at the Birdies for Charity website (there are links on the library Facebook page and on our website.) Our donor # is 1505.
- The Friends will be holding a sidewalk book sale at the library during the Citywide garage sale the first weekend in June.

## Facility

- Two Brothers Painting will paint the louvers on our cupola in May at a cost of \$700. Work had not begun due to cold and rainy weather in April. They will give us an estimate to paint the entrance also.
- There is a plan for the City Centre Plaza that will be presented to the City Council this month. John Micka of Veenstra & Kimm will share this with the Library Board.

## Collection

- We were awarded a grant from the Bi-State Literacy Council to purchase new juvenile nonfiction books so that that collection will be more current. This will complement our science-related summer programs on astronomy, animals and the out of doors. We received \$295.38 to purchase 25 books.

## Technology

- We had requests to livestream our talk on Pearl Button fishing in Iowa. We used our new portable PA system and our laptop camera (but Metronet went down halfway through the talk.) Ashe's "Crafts around the World" Facebook livestream had 25 attendees this month. People are getting used to remote attendance for programs, and to meet that need we plan to upgrade our tech with a webcam and a new laptop. Will use money left over in city tech budget.
- We have had several internet outages this month. XeroxIT believes most may be caused by a bad network configuration, but they will attempt to reconfigure Friday evening.
- The city's website (and ours) has had a redesign. The city is using the website more, including adding an online version of the City Code. We are using the events calendar more and will be working with Chris Cournoyer to edit some of our pages.

1900 card holders, 8% are using Libby, but only 3% are using Bridges.

2. Library Statistics – questions

2021/2022 LeClaire Library Statistics													
Month	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
website visits	582	572	544	473	471	458	195	158	206	265			3924
wi-fi usage	449	448	524	495	452	481	518	502	505	306			4680
AWE sessions	755	258	178	104	183	197	182	220	254	275			2606
ebooks	212	249	220	202	198	171	197	178	40	202			1869
computer users	161	121	120	143	101	79	108	84	120	129			1166
gamers	10	8	12	10	7	6	13	8	9	6			89
meetings	43	44	39	44	41	42	55	32	27	49			416
meeting attendance	133	143	129	108	128	132	124	113	65	151			1226
program attendance	396	85	64	186	209	201	177	141	162	249			1870
passive program cou	465	22	8	41	60	53	74	74	83	109			989
door count	2905	2279	2018	2228	2028	1890	1886	1784	2070	2058			21146
new card holders	17	18	21	14	5	12	16	9	20	13			145
items added	112	189	109	65	198	170	250	142	196	270			1701
items deleted	66	71	37	0	106	0	144	98	237	116			875
ILL received	566	502	552	590	557	418	565	526	609	553			5438
ILL sent	780	717	709	731	692	664	844	884	938	848			7807
adult circulation	1341	1215	1153	1151	1137	1038	916	857	924	819			10551
JUV circulation	2012	1779	1430	1484	1499	1199	1110	1238	1532	1303			14586
YA circulation	85	89	70	48	51	34	50	50	46	39			562
in-house circulation	174	85	40	32	120	77	102	45	84	97			856
<b>total circulation</b>	<b>3824</b>	<b>3417</b>	<b>2913</b>	<b>2917</b>	<b>3005</b>	<b>2519</b>	<b>2375</b>	<b>2368</b>	<b>2626</b>	<b>2460</b>	<b>0</b>	<b>0</b>	<b>28424</b>
(Total circ includes in-house and ebooks)					November	December	January (Closed on the 1st)						
					(August 23--> Oct 16 closing at 6pm)		Jan '22 changed from Piwik to Google Analytics to measure website use.						

2021/2022 LeClaire Library Program Statistics													
	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
<b>general interest programs</b>	1	1		4	6	7	5	3	3	4			34
attendance: on site	71	28		71	39	89	43	5	6	32			384
in person off site													U
virtual live					47	36	22	11	24	25			165
virtual recorded													U
<b>19+ programs</b>	1	1	1	2	7	7	5	5	5	8			42
attendance: on site	13	16	8	17	41	11	15	20	22	101			264
in person off site													U
virtual live					2	U	1	2	1	2			8
virtual recorded		1											1
<b>12-18 programs</b>	0	0		2	3	3	4	5	5	4			26
attendance: on site				7	26	15	37	32	56	22			195
in person off site													U
virtual live													U
virtual recorded													U
<b>6-11 programs</b>	2	2	1	1	2	2	2	1	1	1			15
attendance: on site	186	19	18	10	25	25	4	4	5	8			304
in person off site													U
virtual live													U
virtual recorded	1	1											2
<b>0-5 programs</b>	10	1	6	9	3	4	5	5	5	5			53
attendance: on site	116	19	31	33	29	25	55	67	48	59			482
in person off site				48									U
virtual live													48
virtual recorded	9	1	7										17
<b>total program attendance</b>	<b>396</b>	<b>85</b>	<b>64</b>	<b>186</b>	<b>209</b>	<b>201</b>	<b>177</b>	<b>141</b>	<b>162</b>	<b>249</b>	<b>0</b>	<b>0</b>	<b>1870</b>
<b>General interest passive programs</b>								15	19	15			
<b>Juvenile passive progra</b>	379	22	8	41	60	53	74	58	64	94			
<b>Adult passive programs</b>	86	0	0	0	0	0	0	0	0	0			
	465	22	8	41	60	53	74	73	83	109	0	0	988

UNFINISHED BUSINESS –

- Zoom presentation by John Micka of the City Centre Plaza plan.  
Master plan for plaza between City Hall and Library. Presentation by John Micka. John met with Dennis Bockenstedt, Mark Dale, Melita and others from the city to review the new plan for the plaza.
  - Plan keeps entertainment area the same as before and change the steps.

- A stage with a shelter and electricity would be added with a ramp.
- Rework parking area on Wisconsin to add handicap access to City Hall and new ramp to plaza
- Incorporates a new ramp in the existing spot along that meets ADA requirements with an additional ramp to City Hall.
- Existing signage would remain
- Metal bench seating where steps on Wisconsin \Street side are, tables and chairs with umbrellas for additional seating/shade
  - Might consider using a material other than metal due to time it will take for trees to mature.
- Adding trees to shade metal benches,
- Seating area outside the library entrance as well.
- 12' walk in colored stamped concrete that would match the Riverwalk.
- Flowering trees for color.
- Will need outdoor storage for lawn furniture

Could be approved by the fall, and maybe concrete work could start in Spring of 2023.

2. Approve New Holidays (22 – 23) 1<sup>st</sup> Mandy to approve additional dates, 2<sup>nd</sup> Mike, unanimous approval  
 City Holidays: Independence Day (Monday, July 4, 2022); Labor Day (Monday, September 5, 2022); Veterans Day (Friday, November 11, 2022), Thanksgiving (Thursday, November 24 & Friday, November 25, 2022); Christmas (Monday, December 26, 2022); New Year’s Day (Monday, January 2, 2023); Presidents’ Day (Monday, February 20, 2023); Good Friday (Friday, April 7, 2023); Memorial Day (Monday, May 29, 2023)

Additional Library Holidays for FY 22 – 23\ These are unpaid holiday for library staff  
 TugFest (Friday & Saturday) to handle carpet cleaning (August 12 & 13, 2022)  
 Christmas Eve (Saturday, December 24, 2022)  
 New Years Eve (Saturday, December 31, 2022)  
 Saturday after Good Friday, day before Easter (Saturday, April 8, 2023)

3. Polices to review: Personnel (2019) 1<sup>st</sup> Ray, 2<sup>nd</sup> Mandy Unanimous
4. Trustee Search (Mike and Karen – June) – Discussion with appointees and determine who to give to Mayor  
 There are 3 applications for the upcoming open trustee positions  
 Linda Mitchell, Calla Parochetti, Tom Kosticheck

Nick will ask Mayor Gerard to consider appointing the 3 candidates to the Library Board of Trustees. Next Committee of the Whole is May 16.

5. City Council April 18<sup>th</sup> discussion (summary of what discussed)  
 Karen moved to present Calla, Linda and Tom to be on the library board, Ray 2<sup>nd</sup> unanimous approval  
 One term will expire 2026 to replace Becky Pilger – Linda Mitchell  
 2 terms will expire 2028 to replace Karen Nelson and Mike Souhrada – Calla Parochetti and Tom Kosticheck  
 Dennis Bockenstedt wants to have a uniform plan for recruitment for board members, interview questions will be similar to other city boards. Dennis B. as City Administrator will own the process. Uniform Board and Commission page on city website will be developed. Will incorporate gender bias rules on the boards.
6. Submitting full board packet with agenda discussion  
 Nick is submitting the agenda and Melita will submit the supporting documentation.

**NEW BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT 1<sup>st</sup> Ray, 2<sup>nd</sup> Mandy, unanimous vote**

**TRUSTEES**

Ray Ainslie (June 2024)  
 Karen Nelson (June 2022)  
 Meredith Viljoen (June 2026)

Mandy Harvey (June 2026)  
 Becky Pilger (June 2026)

Nick Johnson (June 2024)  
 Mike Souhrada (June 2022)  
 Bill Bloom – Council Liaison

**Title VI Notice to the Public**

*It is the policy of the City of Le Claire to assure full compliance with Title VI of the Civil Rights Act of 1964. Related statutes and regulations provide that no person shall on the basis of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the City. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of race, color, national origin, gender, age, or disability, may contact the City Administrator for the City of LeClaire at (563)-289-6004.*

*Just a reminder: Bits & Pieces, the City newsletter, is available in “hard-copy” form at both the LeClaire Community Library and at City Hall. If you would like a copy of Bits & Pieces mailed to your residence, please contact City Hall and request your name be added to the mailing list.*