



# CITY OF LECLAIRE, IOWA

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## LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*was held at 7:00 P.M. on Tuesday, August 8 at the  
LeClaire Community Library, 323 Wisconsin Street, LeClaire Iowa.*

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

### AGENDA

**CALL MEETING TO ORDER- ROLL CALL:** The meeting was called to order by Meredith Viljoen, President.  
The following members were present: Ray Ainslie, Mandy Harvey, Nick Johnson, Linda Mitchell, Calla Parochetti, Melita Tunnickliff –  
Library Director, William Bloom – Library Liaison,

Guest: Malavika Shiikhande, visitor from Davenport Library Board Committee

**CONSENT AGENDA** – Calla moved to approve the agenda, minutes from last meeting and library claims. This was seconded by Nick and  
vote to approve was unanimous.

- Preview agenda
- Minutes from last regular meeting
- Library Claims as of July 31, 2023

Budget Line	Vendor	Previous month	Current month
008-410-6499	copier maintenance/ fee gaming instr.	136.88	0.00
008-410-6371	Electric/Gas	378.88	581.06
008-410-6409	Janitorial	361.00	361.00
008-410-6415	Copier lease / postage meter	42.00	42.00
008-410-6492	OverDrive ebook order + Bridges	394.31	1710.22
008-410-6419	Metronet - internet	64.12	64.12
008-410-6373	Metronet - fax phone	26.34	26.34
008-410-6374	Water/sewer	24.32	29.08
008-410-6502	materials: CDs,DVDs, Launchpads	219.07	722.89
008-410-6502	Ingram - books	1296.33	1649.08
008-410-6240	conferences - ALA digital		385.00
008-410-6506	office supplies	130.82	222.19
008-410-6520	program supplies	132.24	253.10
008-410-6310	building thymet + roto-rooter + A/C		494.80
008-410-6491	services: MOBIUS, OCLC		7287.47
008-410-6526	computer equipment		1554.99
008-410-6521	furniture/fixtures	182.00	417.26
		<b>3388.31</b>	<b>15800.60</b>

Budget Line	Revenue	Previous month	Current month
008-410-4500	Charges Fees for Service (Printouts)	141.15	76.85
008-410-4550	Misc Charges for Service (Fax)	32.00	33.00
008-410-4765	Fines	28.30	21.00
008-410-4710	Reimbursements - lost or damaged items	61.00	65.00

008-410-4705	Contributions - Private/Friends	100.00	0.00
		<b>362.45</b>	<b>195.85</b>

**PUBLIC COMMENT** – Malavika Shiikhande runs the advocacy committee for the Davenport Library Board of Trustees. There are several libraries in/around the Quad Cities and the Board members do not know each other. Malavika offered that we begin to get to know each other by sharing what each library is doing (e.g., LeClaire Library’s barbie exhibit). We can share on social media, being out in the communities and offering information about our libraries. One example of what libraries are doing include that the Davenport Library has a social worker who offers answers to questions, and can tell patrons where they can get help that might be needed. Students in social work from Ambrose serve as interns at the library, also. One suggestion is that we could have official name tags identifying us as a Library Board member when we are out in the public/events (e.g. For LeClaire - Tug Fest). That way, it might open up a possible conversation with people to learn more about our libraries.

**LIBRARY DIRECTORS REPORT**

- Library Director’s Report

**Programming**

- Summer Reading was very successful. Two of our programs, the Little Mermaid Escape Room and the ISU Insect Zoo, had over 120 attendees. SRP Raffle prizes will be awarded Monday, August 7.
- The Grout Museum from Cedar Rapids canceled their “Combustion” program four days before the event. All the staff pulled together to get the word out on social media, and to help Ashe prepare a Science Storytime about explosions for the 15 children and parents who came that day!
- As usual we will have fewer programs in August in order to recover from summer and plan ahead a few months.

**Circulation**

- Kanopy video streaming service for our patrons began June 30. In our first month we had 34 accounts created, 292 plays, and used \$99 of our \$100 budget. According to our account manager, “We do tend to see higher usage in the summer with kids being home (or in the library). Running that close to budget is a pretty good thing, and if needed, we can always add more money. If you continue to see that growth, I would suggest adding another \$20, but also keeping in mind that usage may decrease or plateau in September.”
- Callen sorted the Local History section, putting into the non-fiction section some books that aren’t LeClaire or Quad-City oriented.
- We re-ordered our periodicals with Rivistas subscription service. We have dropped some magazines, and added Flower Magazine, First for Women, J-14 Magazine, Natural History, and Travel & Leisure. We also subscribed to Quad City Business Journal.

**Friends of the Library**

- Proceeds from the Friends Book Sale room in July 2023 were \$147.97
- The Friends have raised approximately \$3500 from Birdies for Charity to support next year’s Summer Reading Program.
- Callen prepared several informational half-sheet handouts for the Friends Open House on August 6, which we will continue to use through the year.

**Human Resources**

- Since we increased the substitute clerk budget to 8 hours per week, in July Kristine is beginning a regular schedule of every Wednesday from 10-2. This is to allow the full-time staff one day per week when they are not assigned to the front desk, and can complete planning, program preparation, statistical analysis, training, etc., with fewer interruptions.
- The revised and Board-approved clerk job description goes to the Council on Aug. 7, and it was passed at that meeting.

**Facility**

- The Library was offered to the public as a “cooling station” during our regular open hours, for those who may not have had sufficient home cooling during last week’s extreme heat.

**Outreach**

- We have a new display from the Buffalo Bill Museum – Women’s Victorian Era Accessories.

**Library Monthly Statistics**

Month	July	August	September	October	November	December	January	February
general interest prog.	12							
general interest attendance	217							
adult programs	2							
adult prog. attendance	33							
YA programs	2							
YA program attendance	40							

6-11 programs	4								
6-11 program attendance	39								
0-5 programs	3								
0-5 program attendance	66								
total program attendance	395	0	0	0	0	0	0	0	0
Gen. interest passive prog.	2								
Juvenile passive programs	39								
Adult passive programs	0								
Total passive program count	41	0	0	0	0	0	0	0	0

**UNFINISHED BUSINESS**

- LTC Grant Community Meeting July 15 – The meeting was a success. We had 15-16 individuals who attended, and they all contributed to the discussion. The next step is to get the automatic door installed. We are discussing using some of the monies from the grant for signage to identify the library and accessibility into the library.
- Plaza update – demolition will begin within the next couple of weeks. We will need to dig up plants on both sides of the doors to the library. If you have plastic buckets, this would help save them as they are dug up. Let Melita know if you would like to help with this project.
- August 6th was the Friends of the Library open house – Several individuals attended the event (about 85 name tags, and about 40 raffle tickets). There were some questions about having alcohol at the event. Thoughts were to not have this next time, or partner with a business that has a liquor license and could offer help at the event.

**NEW BUSINESS**

- Plan for evaluation of Director to be completed by 9/2/23. All board members will be emailed with the evaluation form following this meeting. That form will need to be filled out and returned by August 18<sup>th</sup> at noon to Linda Mitchell. You can email it as an attachment or drop it off at the library. The board will then meet on August 22<sup>nd</sup> at 7:00pm to finalize the evaluation to be turned into the City by the due date. An Agenda will be prepared to announce the open meeting.
- Annual Report was prepared by Melita and will be turned into City Council. Nic moved and Ray seconded the evaluation. Unanimous approval by Board vote.

**BOARD TRAINING**

- Meredith Viljoen – Closed meetings and serving alcohol at events in the library was presented and discussed.
- Calla will present training next month.

**ADJOURNMENT** - Nick moved and seconded by Mandy to adjourn. All approved.

Next meeting will be held: September 12, 2023

**TRUSTEES**

Ray Ainslie (June 2024)  
Linda Mitchell (June 2026)  
Calla Parochetti (July 2028)

Mandy Harvey (June 2026)  
Meredith Viljoen (June 2026)  
Tom Kosticheck (July 2028)

Nick Johnson (June 2024)  
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.*