



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, September 12, 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."

MINUTES

CALL MEETING TO ORDER- ROLL CALL: The meeting was called to order by Meredith Viljoen, President. The following members were present: Ray Ainslie, Tom Kosticheck, Linda Mitchell, Calla Parochetti, Meredith Viljoen, Melita Tunnicliff – Library Director, and William Bloom – Library Liaison,

CONSENT: AGENDA, MINUTES, and CLAIMS APPROVAL: Calla moved to approve the agenda, minutes from last meeting and library claims. This was seconded by Ray and vote to approve was unanimous.

- Preview agenda
- Minutes from last regular meeting
- Library Claims

Budget Line	Vendor	Previous month	Current month
008-410-6499	copier maintenance + movie license	0.00	1151.60
008-410-6371	Electric/Gas	581.06	690.70
008-410-6409	Janitorial	361.00	361.00
008-410-6415	Copier lease / postage meter	42.00	55.69
008-410-6492	ebooks + Kanopy+ (Bridges)	1710.22	467.46
008-410-6419	Metronet - internet	64.12	64.13
008-410-6373	Metronet - fax phone	26.34	26.34
008-410-6374	Water/sewer	29.08	24.32
008-410-6502	materials: CDs,DVDs, (Launchpads)	722.89	231.37
008-410-6502	Ingram - books + newspapers	1649.08	2156.36
008-410-6240	(conferences - ALA digital)	385.00	0.00
008-410-6506	office supplies	222.19	72.75
008-410-6520	program supplies	253.10	97.76
008-410-6310	building repair A/C	494.80	4053.00
008-410-6491	(MOBIUS, OCLC,Bridges) RiverShare	7287.47	7507.00
008-410-6526	computer equipment	1554.99	86.90
008-410-6521	furniture/fixtures	417.26	0.00
008-410-6750	LTC Grant community meeting	0.00	96.89
008-410-6514	building/grounds supplies -fire code	0.00	38.19
		15800.60	15204.08

Budget Line	Revenue	Previous month	Current month
008-410-4500	Charges Fees for Service (Printouts)	76.85	134.20
008-410-4550	Misc Charges for Service (Fax)	33.00	3.00

008-410-4765	Fines	21.00	30.00
008-410-4710	Reimbursements - lost or damaged items	65.00	113.00
008-410-4705	Contributions - Private/Friends	0.00	
		195.85	280.20

PUBLIC COMMENT – There was no public comment.

LIBRARY DIRECTORS REPORT

Programming and Events

- On September 26 we will have a Fall Family live concert with Jubilo.
- Ashe is meeting with a Teen Advisory Board monthly.
- Monthly “Multiplayer Madness” programs have increased usage of our in-house gaming systems.

Circulation

- Callen created display signs for the Early Chapter books to make it easier for children to find their favorite book series.
- We have received and assembled a third rolling shelf for the Young Adult area. YA Graphic novels now have their own dedicated shelf with more room.
- We have a new computer table that arrived with a damaged tabletop, which will be replaced. We would like to offer most of our old carrels for sale.

Friends of the Library

- Proceeds from the Friends Book Sale room in August 2023 were \$90.00 with a year-to-date book sale total of \$919.72.
- The Friends have donated \$11,478 to the Library in FY 23, including approximately \$4000 from Birdies for Charity to support the Summer Reading Program, and the purchase of a shelving unit to match those in the Young Adult section at a cost of \$3062.50, much of which was donated in memory of Deb Willaredt.

Human Resources

- All staff have had performance reviews in the last ten months. Clerk and YSC job descriptions have been updated.
- I will be on vacation September 14-22. Callen will be in charge while I am away.

Facility

- The automatic door openers should be installed September 14 and 15.
- The monitored fire alarm system is now installed and functioning. We are still waiting for the installation of the panic button under the front desk.
- Fire Chief Shane Bleeker gave me a list of items to be done in our building for fire safety, and all have been accomplished except for clutter to be removed from our storage area/utility rooms.
- City-wide Cleanup Day will be Saturday, Oct 14. We can get rid of junk, broken furniture, etc. at that time. The library may put out information asking for volunteers.

Outreach and Partners

- I have heard from a representative of the AARP Tax Aide program to see if they might use our library to help people with their taxes in 2024. This may be impeded by interior renovations expected to take place in February.
- The Library will take part in the Witches Walk “Trunk or Treat” event this year.
- On September 23, Ashe will be representing the Library at the National Alpaca Farm Day event at Little Ward Farm in Argo, Iowa. She will be sharing stories and crafts.
- The Library once again provided the equipment and movie for the Parks & Rec Movie Night at Huckleberry Park.
- The LeClaire Tourism webpage has begun listing our programs, and Ashe is sending our program newsletter to the elementary, junior high and high school libraries directly.

Grants

Melita has put in for a grant that could be used for children’s furniture. Recipients of the grant will be announced end of October or early November.

• **Library Monthly Statistics**

Month	July	August	September	October	November	December	January	February
general interest prog.	12	2						
general interest attendance	217	125						
adult programs	2	2						
adult prog. attendance	33	24						
YA programs	2	0						
YA program attendance	40	0						
6-11 programs	4	1						
6-11 program attendance	39	10						
0-5 programs	3	7						
0-5 program attendance	66	55						
total program attendance	395	214	0	0	0	0	0	0
Gen. interest passive prog.	2	12						
Juvenile passive programs	39	42						
Adult passive programs	0	0						
Total passive program count	41	54	0	0	0	0	0	0

UNFINISHED BUSINESS

- LTC Grant - door installation updates – The doors will put in this Thursday/Friday.
- Remodel update – Melita has been in touch with three floor companies to look at carpet samples. There is money in the budget for both carpet and paint. One company has given a bid to Melita. It does leave enough money to hire people to move the shelves/furniture while the work is being done. Melita did show us pictures of some of the possible color choices. We will ask the City Council to approve a sole provider request. The plan is to have it all selected by the end of October, and work is to be completed in February 2024.

NEW BUSINESS

- Approve updated Youth Services Coordinator Job Description – Ray moved and Tom seconded that this job description be approved. All are in favor of the motion; passed unanimously.
- Approve updates in Circulation Policy – Changes included what can be fined, library cards, and lost or damaged materials. Ray moved and Tom seconded to approve the policy as changed. All were in favor; passed unanimously.
- Input for LeClaire’s Great Places application – With future explanation discussions, we want to include that the library will need to increase in size to match the growing population of LeClaire.
- Long range planning – capital improvements and library wage rates (moved this topic to a future meeting).

BOARD TRAINING

- Calla Parochetti did training for what to do to help out new employees and Board members. For Board members, have new ones selected at least the month before the change, and that way they could come to the meeting(s) before they begin to serve. Training on responsibilities could be explained then to make the transitions easier. A centralized drop box could be created so policies and procedures, etc, could be added to it for new members.
- State Library sponsored three-part series on Zoom - ”Intersections: Where City and Library Meet.” Sept.21, Part 1 – Facilities “https://zoom.us/webinar/register/WN_OQguPlZPS4eTIsJW9Turdg?utm_medium=email&utm_source=govdelivery#/registration”

ADJOURNMENT - Ray moved and Tom seconded that the meeting be adjourned. All were in favor; unanimous vote.

Next Meeting Date: October 10, 2023, 7:00 pm

TRUSTEES

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

Mandy Harvey (June 2026)
Meredith Viljoen (June 2026)
Tom Kostichek (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.