

**Board of Trustees Meeting
Dwight Foster Public Library
November 19, 2018**

Present: Pat Belt, Tom Fick, Kirsten Mortimer, Eric Robinson, Diana Shull, Kathy Topel,

Absent: Lynn Brown, Bruce Johnson, Lisa Kotz, Matt Trebatoski, Jeanne Waggoner

Guests: None

Call to Order: The meeting was called to order at 9:34 AM by Pat Belt.

Approval of Minutes: The minutes of the October 15 meeting were approved as amended. (Mortimer, Topel)

Public Input/ Communications: None

Director's Report of Financials and Services for Month 2018:

October fines to City:	\$823.58
YTD fines to City:	\$8,309.05
October Revenue to City:	\$517.27
YTD Revenue to City:	\$6,440.20
YTD Total Deposits:	\$14,749.25

Director's Report Highlights:

- Continuing Ed: transitioning to web-based version of circulation software (Polaris → Leap).
- Show us your Library Card: Beauty and the Bean, Nomadic, Humphrey's, Jones Market, Mr Brews (15% off now through Dec 1).
- Bring Boxes: repackage materials that don't see too much use into curated collections for 2 weeks. (Ex. Westerns, Christmas comedies)
- Staffing the café during after school: Eric is walking the building from 3-5. Amy (youth services), Minetta, and Eric will rotate days through the week.
- LED Retrofit: Funding is still uncertain. This will be a specific agenda item at a future meeting.

Approval of Bills: The payments for all October bills were approved. (Topel, Fick)

Bylaw Changes for President & Vice President's role:

- Motion to change Article 2 Section 4 to remove the word ex-officio from the description of the president's role. (Fick, Mortimer)
- Motion to add language to Vice President's role: The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president. The vice-president shall propose, coordinate and implement a project or program in consultation with library staff and in support of the DFPL by-laws, policies and strategic plan. (Topel, Mortimer)

Holiday Staffing Hours for 2019: Motion to approve 2019 Holiday Hours:

Tuesday, Jan 1
Friday, April 19
Monday, May 27
Thursday, July 4
Monday, September 2
Wednesday, Nov 27 – close at 5pm
Thursday, Nov 28
Tuesday, Dec 24

Wednesday, Dec 25

Tuesday, Dec 31

(Fick, Mortimer) Motion approved.

Hotspot Checkout Policy:

Friends of the Library: Pat had last meeting with Friends in October (after 12 years!). Basket mini-sale (start at \$15). End of the year reminder to renew memberships for 2019.

Friends of Lorine Niedecker: Very busy year. Summary at next meeting.

Adjournment: The meeting was adjourned at 10:31AM (Fick, Mortimer)

NEXT MEETING: December 17, 2018 at 9:30 AM