

**Board of Trustees Meeting
Dwight Foster Public Library
November 18, 2019**

Present: Rob Abbot, Tom Fick, Bruce Johnson, Lisa Kotz, Julie Olver, Eric Robinson, Diana Shull

Absent: Autumn Harden, Kirsten Mortimer, Matt Trebatoski, Jeanne Waggoner

Guests: None

Call to Order: The meeting was called to order at 9:33 AM by Tom Fick.

Approval of Minutes: The minutes of the October 21 meeting were approved. (Shull, Johnson)

Public Input/ Communications: None at this time.

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

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

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|--------------------------|-------------|
| October fine to City: | \$429.87 |
| YTD fines to City: | \$6,058.46 |
| October Revenue to City: | \$731.20 |
| YTD Revenue to City: | \$6,724.13 |
| YTD Total Deposits: | \$12,782.59 |

Director's Report Highlights:

Personnel:

- Worked on and off with Michelle Ebbert (city treasurer) to clarify details about benefits and communication with Amy C. Amy is the only employee with 30+ hours and receiving benefits as a part time employee at the moment so we wanted to make sure all the details about benefits are clear to Amy.

Collections:

- Continued purchasing for DVD collection. We are working on creating more Binge boxes for the dvd collection, and preparing for Thanksgiving and the Holidays by purchasing more dvds in these areas.
- The shift on the second floor to make more space for the fiction collection is complete.
- New shelving in the young adult room is up. The collection is large at the moment so more shelving was needed.

Library Services:

- Don Millar organized programming around the celebration of Veteran's Day. The programs touched on most of the branches of the military.
- Author and firefighter Gregory Renz will be presenting a book/author talk on Nov. 19th at 6:30.

Building and Grounds:

- An accessibility report on the full building has been completed. This report done via Bridges and the organization Independence First completed this review to highlight opportunities to improve accessibility in the building.
- The HVAC system needed repair work in October. The air return fan was running so hard it was shaking the walls on the second floor.
- The door latches in the meeting rooms have been repaired.
- The fireplaces are repaired and working now.

Finances:

- Presented the library's operational budget on Oct. 29th 2019 to the city council. City council approved the departmental budgets unanimously. The city budget needs to go through a public approval process on Nov. 19th before it is accepted for 2020.
- Collected the tax exemption notices for the municipalities in Jefferson county that have a library so that they receive a tax credit for to help cover the cost of operating a library in their town/village.

IT:

- Began research on possible digital signage in the lobby of the library to help promote services and programs. Possible capital purchase for 2020.

Censorship conversation: Tom Fick had questions about public input on book and material selection. Conversation included role of subject selectors and collection development policies.

Library sponsored Food Truck Rally: Postponed until Autumn Harden can discuss this. Put on December agenda

Library Trust Transfer progress: Contracts signed and transfer is complete. Bruce Waller is set to come speak at our next board meeting. He is the new investor from Edward Jones that will be handling the library trust.

Self-Checkout machine quotes:

- Eric been receiving quotes for a new self-checkout machine. The prices are high so I would like to discuss the value of this as a service and if we should purchase a replacement for our existing machine.
- Library self-checkout machines are much easier to use than grocery store machines.
- Privacy concerns

Library System Update:

- Completed the RFP work on the Bridges technology committee to get proposals for a library catalog app. The RFP is out to vendors at the moment. Review of submissions will take place in late Dec./early January.
- Connie Meyer's position and two others for Bridges are open at the moment. They will also be looking for new marketing and IT support staff.
- Eric has been asked to move from Secretary to Vice President of APL in 2020. This the library director organization that covers Jefferson and Waukesha county.

Friends of the Library:

- Roles of the various board members are being updated. Formal lists of responsibilities and duties for each position.
- Financial review of last 7-8 years: what makes money and what takes time? Formal book sales don't make enough to justify the amount of work it takes. Membership is the main way the Friends group makes money.

Friends of Lorine Niedecker: No new news.

Schedule Meetings of Committees: Policy, Financial, & Planning Committees.

Adjournment: The meeting was adjourned at 10:32 AM (Kotz, Johnson)

NEXT MEETING: December 16, 2019 at 9:30 AM