

Board of Trustees Meeting Dwight Foster Public Library December 16, 2019

Present: Rob Abbot, Tom Fick, Bruce Johnson, Lisa Kotz, Julie Olver, Eric Robinson, Autumn Harden, Jeanne Waggoner

Absent: Diana Shull, Matt Trebatoski

Guests: Bruce Waller from Edward Jones

Call to Order: The meeting was called to order at 9:30 AM by Tom Fick.

Bruce Waller (Edward Jones): Bruce Waller attended to talk about his approach as fiduciary representative (library trust investor) if the board votes to retain him in for the Trust account. He explained his approach to the Trust investments would be to diversify our investments. He suggests 50% in Equity Investments (Stocks, commodities, etc.) and 50% in Fixed-Income Investments (Income, e.g. U.S. Investment-grade bonds, CDs, and Cash/Money Market).

The Board moved to acknowledge that Bruce Waller will act as our fiduciary representative and can execute our investment plan based on the Board's recommendations. (Kotz, Harden)

Approval of Minutes: The minutes of the November 18 meeting were approved. (Waggoner/Mortimer)

Public Input/ Communications: None at this time.

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

Director's Report of Financials and Services for November 2019:

November fines to City: \$468.56

YTD fines to City: \$6,527.02

November Revenue to City: \$524.47

YTD Revenue to City: \$7,248.60

YTD Total Deposits: \$13,775.62

Director's Report Highlights:

Personnel:

- A city wide employee engagement survey has been sent out to full time staff to better understand employee satisfaction across all city departments. This anonymous survey developed by the consulting company MRA (The Management Association) will be open from December 9, 2019 to December 20, 2019.

Strategic Plan

- A review of the 2019 Action Plan and draft of the 2020 Action took place 12/6 with the library board's strategic planning subcommittee. The group also discussed the process that should be used to start the development of the strategic plan from 2021 onward.

Collections:

- Continued purchasing for DVD collection.
- A weeding process for the young adult collection is being developed.

Building and Grounds:

- The boiler system needed repair work. The date to review the condition of the boilers has been moved up on the maintenance schedule for the future.
- Per Mar has wrapped up installation of the a 4G signal to the police and fire services in case of emergencies. This was a necessary upgrade to an aged out system.

Finances:

- The reimbursement process to wrap up the expenses paid for by the city from the library trust has begun. This typically happens this time a year but it is a bit larger as a result of the LED retrofit that was completed and paid for by the city at the completion of that work.

Community Work

- Eric has been asked to serve as the board president for the Jefferson County Literacy Council for 2020.

Bridges Library System

- 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.
- Eric was been asked to move from Secretary to Vice President of APL in 2020. This is the library director organization that covers Jefferson and Waukesha county.

IT

- Eric wrote a letter in support for county wide broadband service for Jefferson County as they apply for grants to extend broadband in the area. We reached out to the other libraries in the county to also write letters. Many of our patrons have poor or no internet service where they live. This poor service is one of the reasons why the wifi hotspots have been such a hit in the county.
- Envisionware, one of the possible vendors for a new self-checkout machine, was able to verify that our RFID tags in our materials would work with their machines. We will likely vote on what model/brand to purchase at the January 2020 meeting.

Library sponsored Food Truck Rally:

Autumn will lead this effort and a sub-committee created to plan the event. Julie Oliver joined the committee. They will connect with Minetta if the effort is designed as a kick-off for Summer Reading Program as well as with the Chamber and local businesses. Amber will apply to close off the street and talk to City Council. Amber and Julie will meet to discuss potential dates.

Jefferson County 2020 library contract:

Two contracts (one with City and one with County) have been signed by Tom, Matt, and Eric to continue the contracts previously established again for 2020 for library operating costs.

Library Strategic Plan / 2019 Action plan:

The Strategic Plan sub-committee met last week to establish the process for working on the new Strategic Plan. They viewed examples of other libraries' strategic plans and reviewed the 2019 action plan for achievements. Eric provided a 2020 action plan, which he will bring to the full board in January. A new Strategic Plan will need to be put in place by January 2021. Tom Fick will talk with the Policy committee about adding language to the by-laws to include months in which the Strategic Planning Committee will report semi-annually, which is not specified in the by-laws. Reporting in June and December on the Strategic Plan was suggested.

Friends of Lorine Niedecker:

Working on developing more specific, named initiative so that people can give gifts specifically to an initiative.

MOU and Right of First Offer for the Lorine Niedecker Collection:

A MOU to codify the working arrangement between the Library and the Friends of Lorine Niedecker was approved. (Abbot, Oliver)

Another document is in the works to establish the Right of First Offer, which would mean that if the Library ever wanted to dissolve the Collection, the Friends of LN would have the first right of refusal.

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

NEXT MEETING: January 13, 2020