**Board of Trustees Meeting**

**Dwight Foster Public Library**

**February 10th, 2020**

**Present:** Rob Abbot, Tom Fick, Autumn Harden, Lisa Kotz, Julie Olver, Kirsten Mortimer, Eric Robinson Absent: Bruce Johnson, Diana Shull, Matt Trebatoski, Jeanne Waggoner

**Call to Order & Introductions:** The meeting was called to order at 9:31 by Tom Fick.

**Approval of Minutes:** The minutes of the January 13 meeting were approved. (Minutes approved by Abbot, seconded by Harden)

**Public Input/Communications:** None at this time.

**Approval of Bills:** The payment for all January bills were approved (Abbot, Mortimer)

**Director’s Report of Financials and Services for December 2019:**

January fines to City: $448.94

YTD fines to City: $448.94

January Revenue to City: $688.32

YTD Revenue to City: $688.32

YTD Total Deposits: $1,137.26

**Director’s Report Highlights:**

Personnel:

* Challenging month because of a number of illnesses on the staff and unexpected absences because of deaths in the family.
* Desk coverage for reference, circulation, and paging as a result of these absences.

Library Services and Programming:

* Designed a new library card for the future. An example of the new card will be at the
* board meeting. Our current cards, designed by the library system, will run out in a few months.
* Began developing a more efficient means of tracking our programming and discussed
* how to better promote services now and in the future. Looking at using the Meetup app to help non-library users discover more events at the library.

Building and Grounds:

* Meet with John Dexter of Envisionware to discuss options of replacement of our self- checkout machine. We also reviewed the sorting machine to better understand the aging of the machine and when to prepare to replace it.
* Meet with Julie Gross of Rhyme to examine solutions for digital display boards in the library for promotion of our services and programs.
* Meet with Spacesaver about designing shelving to better promote the Friends book sale materials and to display ‘odd’ non book materials that we circulate.
* Touch up painting in the children’s area was wrapped up.

Finances:

* Closed out the 2019 fiscal year.
* Covered invoice processing while Sandy was in North Carolina.

IT:

* Placed computer replacement order for this year.

Community Work:

* Friends of the Library
  + Conversation about future book sales are ongoing. This will be reported on at

the Feb board meeting.

* Jeff. Co. Literacy Council
  + Working on planning for fundraiser in February 2020.
  + Helped to redesign their paid time off policy.

System/State/City:

* Wrapped up work on the annual report for the Department of Instruction. Approval of this report will be done at the February board meeting.
* Submitted the annual report for the library to the City of Fort Atkinson.

**Annual report of the library for city and staff 2019 (Action: discussion):**

* Compiling report and will present at March meeting.

**DPI (State) Report 2019 (Action: Approve purchase):**

* Motion to approve the 2019 DPI report. (Harden, Kotz)

**Self-checkout for circulation replacement (Action: Approve purchase):**

* Motion to approve the purchase of a new self-checkout system from EnvisionWard for $9,224.68. (Oliver, Harden)

**Library sponsored Food Truck Rally – Autumn Harden (Action: discussion)**

* June 7th from 11-2
* Autumn will take proposal to City Council February 18th. The proposal has support from Chamber, Friends, etc.

**Strategic Plan Committee Report - Eric Robinson (Action: discussion)**:

* Developed an outline for the process and steps to take for the planning process.
* First step -- getting electronic survey out to community and constituent groups before summer.
* Day in June to have groups come together for a visioning session with a 3rd party facilitating.

**Friends of the Library** **- Lisa Kotz (Action: discussion)**:

* Received a $2000 donation from the Karrels Family.
* Membership consistently going up with this year’s goal is 275 members (up from 250, which they met last year).
* Decided to keep doing book sales and do them 1 time a month, on a regular consistent schedule--the first Saturday of the month. The purpose of the book sale is not only to make money but as a service to the community by offering inexpensive books.

**Adjournment:** The meeting was adjourned at 10:31 AM (Oliver, Harden)