

**Board of Trustees Meeting
Dwight Foster Public Library
August 10, 2020
Virtual Zoom Meeting**

Present: Tom Fick, Bruce Johnson, Kirsten Mortimer, Julie Olver, Eric Robinson, Diana Shull, Matt Trebatoski

Absent: Rob Abbot, Autumn Harden, Sara Podoll

Guests:

Call to Order & Introductions: The meeting was called to order at 9:32 AM by Tom Fick.

Approval of Minutes: The minutes of the July 13 meeting were approved. (Olver, Johnson)

Public Input/ Communications: None.

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

Director's Report of Financials and Services for July 2020:

July fines to City: \$169.28

YTD fines to City: \$1,411.79

July Revenue to City: \$381.73

YTD Revenue to City: \$2,782.76

YTD Total Deposits: \$4,194.55

Pandemic planning document (Action: Approve changes to re-opening/closing document)

- Please review the language edits in the highlighted introduction of <https://tinyurl.com/y9kgby25>
- Motion to approve the revisions to the re-opening/closing document. (Mortimer, Johnson)

Lisa Kotz's resignation from library board:

- Discussion related to the process of filling her role on the board and strategic planning committee. (Refer to updated board by-laws)
- Matt Trebatowski explained process: City puts out advertisements in paper, city Facebook page. City shares advertisements with Library to put on Library Facebook page.
- 2 people have applied
- Nothing in by-laws to suggest what to do if an officer leaves.
 - Proposed change to by-laws: In the event of a resignation or termination of an officer during a term, the board will be notified of the vacancy at the next regularly scheduled meeting. At that meeting interested parties will indicate their interest. A vote of the board regarding a replacement shall take place no later than the following regularly scheduled board meeting.
 - Board will vote on this by-law change at the next meeting in September.

Library committees update (Action: Discussion) – Eric R.

- Strategic Planning – In person planning cancelled in August. Committee will begin writing draft for 2021-2023 strategic plan.
- Over 500 responded to the survey (congrats to the committee on great response rate!)
- Brief discussion on 2020 Action Plan. Committee met in January and went over the plan, but no larger discussion.
- Board President would like to amend calendar of events:
 - Board will receive update on Strategic Plan and Action Plan from Strategic Planning Committee in June or July.
 - In January, when new Action Plan is distributed, Eric and committee can give a report on the previous year's action plan.

Director's Report Highlights:

- Personnel changes:
 - Shelby Schoenherr has begun her new role as the Cataloging librarian. I continue to support her and do some cataloging work alongside her as she continues to train for these new duties.
 - Amy Christian has begun her new role as the ILL (Interlibrary Loan) librarian. She is consistently training with Shelby and Sandy on her new duties.
 - Linda Teed has been hired in the role of Youth Services Assistant filling the void left from Amy Christian's promotion. Linda is a retired, award winning teacher.
- Library Collections
 - Annual weeding of the collection to stay ahead of having old or unused materials on our shelves. The Friends of the Library book sale room has also been weeded.
- Bridges Library System
 - County library budgets for 2021 are prepared. The meeting to present them to the county finance committee is set for August 25th, 2020.
 - Library will see reduction in funding, but is limited by safety measures in the formula.

Friends of the Library (Eric R reporting):

- Julie Olver is the new Library Board Member representative to the Friends of the Library Board. Thanks to Julie!
- Annual meeting to approve finances is coming up.
- Extend existing memberships through 2021.

Reminder: Board Training Webinar:

- Webinars coming up at the end of month.
- They are recorded.
- Check out schedule to see topics: <https://www.wistrusteetraining.com/>

Adjournment: The meeting was adjourned at 10:02 AM (Mortimer, Olver)

NEXT MEETING: September 14, 2020 at 9:30 AM