

**Board of Trustees Meeting
Dwight Foster Public Library
July 13, 2020
Virtual Meeting via Zoom**

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

Absent: Autumn Harden, Lisa Kotz

Guests:

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

Approval of Minutes: The minutes of the June 8 meeting were approved (as amended). (Johnson, Abbott)

Public Input/ Communications: None

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

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

June fines to City:	\$0.00
YTD fines to City:	\$1,105.13
June Revenue to City:	\$0.00
YTD Revenue to City:	\$2,027.59
YTD Total Deposits:	\$3,132.72

Director's Report Highlights:

- Very busy month.
- Kelli Rowley has retired. She began in 1999 as a part time staff person and has been the full time cataloger for the library the last eight years. After a search with internal and external candidates, Amy Christian has been hired as new cataloguer. Youth Services assistant position now open. Keep it open for now as there is not as much programming happening at the moment.
- Librarian Pick Service: Patron fills out form and librarians pick items based on preferences.
- Library applied for Care Grant funding for virtual reference service and self check-out machine.

Bridges library system – Trustee Appreciation Virtual Event (Action: Discussion):

- Oct. 1, 2020 – see attached information in the board packet

Board Bylaw Changes:

- Membership article 3: changes from yellow to blue.
- Tom will make change in Membership article 3, part 3 to update sentence reflecting City's role.
- Motion to approve changes so that Bylaws reflect City policy and State Statues. (Podoll, Johnson).

Board Calendar Changes:

- Updated calendar reflects what Board actually does during the year.
- Motion to approve new calendar. (Podoll, Mortimer)

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

- Revised committee list attached in the board packet
- Strategic Planning - Survey have had 489 responses so far. One month yet to go.
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Finance committee - (Action: Approval of changes) – Tom F.

- Discuss for approval the investment policy philosophy and goal.
- Discuss the revised Investment Policy Statement, which entails the philosophy and numerous other revisions.
- Motion to approve changes in Investment Policy. (Mortimer, Podoll)

DVD Cleaner/Repair – purchase approval (Action: Vote on use of trust funds for purchase) – Eric R.

- After 10 years, Moaning Myrtle (old DVD cleaner) has passed.
- Quote of \$1499 for VMI-Hybrid
- Motion to use trust funds for a new DVD Cleaner/Repair machine. (Mortimer, Olver)

Friends of the Library:

- Will not do in-person book sales for the foreseeable future.
- Memberships bought this calendar year will be honored through the end of 2021.

Adjournment: The meeting was adjourned at 10:13 AM. (Johnson, Podoll)

NEXT MEETING: August 10, 2020 at 9:30 AM