

**Board of Trustees Meeting  
Dwight Foster Public Library  
October 12, 2020  
Virtual Meeting via Zoom**

**Present:** Rob Abbott, Tom Fick, Autumn Harden, Bruce Johnson, Kirsten Mortimer, Julie Olver, Sara Podoll, Eric Robinson, Diana Shull, Mike Wallace

**Absent:** Matt Trebatoski

**Guests:** None

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

**Approval of Minutes:** The minutes of the September meeting were approved. (Wallace, Olver)

**Public Input/ Communications:** None

**Approval of Bills:** The payments for all September bills were approved. (Wallace, Johnson)

**Director's Report of Financials and Services for September 2020:**

September fines to City:	\$324.00
YTD fines to City:	\$2,005.07
September Revenue to City:	\$347.37
YTD Revenue to City:	\$3,583.84
YTD Total Deposits:	\$3,588.91

**Director's Report Highlights:**

- Went back to curbside service due to COVID levels in Jefferson Co. To reconsider, cases would need to drop by about half.
- Curbside is going well, circulation is up from previous curbside period in
- Virtual events going well. Paranormal WI event: 150 people on Facebook and others in Zoom.
- County revenue proposal got unanimously approved.
- Online tutoring service, Help Now, started on 1 October. Paid by Bridges through 2021.
- Hoopla paid by Bridges through 2021 as well.

**2021 Budget – Eric R. (Action: Approval of 2021 Library Budget)**

- Finance committee met and reviewed the draft budget.
- City side and county side of budget. County money rolls over from year to year.
- City proposed 1% wage increase- Eric made this change
- Seeing savings from electrical/LED project. Route that into other areas like building maintenance.
- Collection budget stayed similar. AV (dvd budget) budget lower this year. (Made up in streaming services).
- City amount up by .4%
- County amount down by 2.5%
- Motion to approve the budget as presented. (Wallace, Mortimer)

**Proposal to close library on Dec. 26 2020 and Jan 2<sup>nd</sup> 2021 – Eric R. (Action: Vote on proposed changes)**

- Two Saturdays right after holidays.
- Motion to approve the closure of the library on these two Saturdays: 26 December 2020 and 2 January 2021. (Abbott, Harden)

**Bridges Library System Update – Eric R. (Action: Discussion)**

- Hoopla paid for by Bridges through 2021
  - Patrons limited to 4 selections per month.
- HelpNow (new online tutoring resource) paid for by Bridges through 2021

**Proposal to connect library to fiber line in the city – potential cost of \$2,000 – Eric R. (Action: Discussion on potential to connect to city fiber, and the pros and cons)**

- Fiber being run to the schools.
- Grant money available for schools but library was not included in funds from Federal government.
- Issues: Schools would have “ownership” of fiber line and anyone on fiber line would have had to be bound by CIPA (Childhood Internet Protection Act). Yet idea of fiber expansion was for community access and cooperation: city government, fire, police, etc.
- It’s possible, it makes sense financially right now, but Eric doesn’t have the answers on whether the library would be bound by CIPA now.
- Proposal to run fiber lines up to the building and stop there--can connect in the future if we want
- Motion to run fiber line to the building but leave connection in the future (Abbott, Wallace). Motion passed.

**Library Committee update (Action: Discussion)**

- Youth board - Eric talked to Minnetta. She is not in favor of a youth board if there are no tangible projects for the youth to work on.
- Strategic plan update – Kirsten M.
  - Eric leading efforts on strategic plan. Currently have a draft of the plan. Drafting high-level goals and actionable items. Ideas coming from community survey responses. Broad categories:
    - Facility
    - Services
    - Communication and Outreach
  - Next steps: sharing survey and strategic plan draft with Library staff, then share those with Friends of the Library and the Library Board in December.
  - Eric had previously started a new document of an action plan that pulls out action items from the Strategic Plan, but the future Strategic Plan will include action items, so a separate document won’t be needed in the future.
- Policy committee and diversity on the board --Diana S.

- Policy committee has encouraged the city to place ads in Daily Union and on the City's Facebook page in both English and Spanish.
- Committee has created a list of potential places to post future openings.

**Friends of the Library Report – Julie O. (Action: Discussion)**

- Annual meeting (virtual) on 22 September.
- Julie is now secretary of the Friends Board.
- Book sales are on pause.
- New members and enthusiasm--trying to use social media to drum up new interest.

**Adjournment:** The meeting was adjourned at 10:28AM. (Harden, Mortimer)

**NEXT MEETING: November 9, 2020 at 9:30 AM**