

**Board of Trustees Meeting
Dwight Foster Public Library
September 14, 2020**

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

Absent: Bruce Johnson, Matt Trebatoski

Guests:

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

Introduction of New Board Member: Mike Wallace, President and CEO of Fort HealthCare

Approval of Minutes: The minutes of the August meeting were approved. (Podoll, Olver)

Public Input/ Communications: None

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

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

August fines to City: \$269.12

YTD fines to City: \$1680.91

August Revenue to City: \$453.71

YTD Revenue to City: \$3,236.47

YTD Total Deposits: \$4,917.38

Director's Report Highlights:

- August circulation was close to normal, 14-16% less circulation than a normal month. However, 50% fewer people visiting the library in person (not a bad thing!).
- New Bridges Library Director, Karol Kennedy, and Eric are working together closely during her first budget writing cycle. Process is going well.

2021 Budget Planning – Eric R. (Action: Discussion)

- Draft 2021 budget sent to library board finance committee. Vote by board will take place in Oct. 2020 and presentation to city council will be on Oct. 27th or 28th.
- 2021 Capital budget complete (attached)
- 2021 County budget prepared and is presented to the county finance committee Sept. 23rd.

Library board calendar of events and bylaw revisions

- Motion to approve changes to calendar of events. (Podoll, Mortimer)
- Motion to approve changes to bylaws. (Mortimer, Olver)
- Both motions pass

Trustee online training sessions recap, comments, discussion – Tom F. (Action: Discussion)

- Tom encourages us to review the recordings of the online training.

Board of Trustees construction, youth board – Tom F. (Action: Discussion)

- Groups that were not represented in your community.
 - 10% Hispanic—2010.
 - Work on diversity in board and on city committees as a whole.
 - Several staff members are fluent in Spanish.
 - Some have attended MATC’s ESL classes
 - Policy committee will meet about this
- Youth Board - : Eric mentioned this is a difficult group to provide with meaningful work. Eric thinks there was a youth board in the past. Youth board will be a good sounding board for collections and programming ideas.
- Eric will talk with staff members and inform the board of their thoughts.

Equity/diversity/inclusion (holidays, staff, programming) – Tom F.

- Board and Eric discussed current diversity processes in library.

Vice president replacement – (Action: Vote on replacement VP)

- Primary responsibility of vice president is leading strategic planning committee
- Kirsten Mortimer volunteers for the position of vice-president.
- Board approves her nomination. Thanks, Kirsten!

Friends of the Library (Eric Robinson reporting):

- Annual meeting (virtual) on 22 September.
- Friends will honor memberships started during 2020 through December 2021.
- Sale table in lobby, mystery bags, etc.

Adjournment: The meeting was adjourned at 10:32 AM (Podoll, Wallace)

NEXT MEETING: October 12, 2020 at 9:30 AM