

**Board of Trustees Meeting
Dwight Foster Public Library
June 14, 2021**

Present: Rob Abbott, Tom Fick, Rebecca Houseman LeMire, Kirsten Mortimer, Julie Olver, Sara Podoll, Eric Robinson, Diana Shull,

Absent: Autumn Harden, Meghan Hartwick, Mike Wallace

Guests:

Call to Order & Introductions: The meeting was called to order at 9:30 AM by Tom Fick. A note that the next meeting will be in August.

Approval of Minutes: The minutes of the May meeting were approved. (Olver, Mortimer)

Public Input/ Communications: None

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

Director's Report of Financials and Services for May 2021:

May fines to City:

YTD fines to City:

May Revenue to City:

YTD Revenue to City:

YTD Total Deposits:

Director's Report Highlights:

Personnel:

- o We are in the hiring process for a new part-time staff person who will be cross trained on paging, circulation, and reference services. They are not replacing one staff person who is leaving but they will fill in staffing now as a few staff will be reducing hours in the near future.

- o Eric completed re-training on cataloging with the Bridges Library system to have more than one staff person on staff who is familiar with cataloging.

- o Meet briefly with Megan Hartwick for library board orientation.

- o Covered for day-to-day duties of full time staff person who lost a family member.

Collections:

- o Continued purchasing for DVD collection.

- o The circulation of materials is at about 85% of 'normal' circulation at this time of year.

This is way above average for most libraries around the state.

- o Continued the review process of potentially introducing a game collection into the library. This would potentially be board and card games for checkout.

Library Services:

- o We have returned to our 'normal' operational hours, all of our meeting rooms are available for reservation, and we have removed any time limits for staying in the building. We are now operating with masks 'encouraged' while in the building, but staff do wear masks when working with members of the public who are also wearing masks.

- o We are still seeing only about 51% of the foot traffic in the building that we would typically see during a 'normal' year.

- o Began work on possible organizational redesign of the library's website. We are working through the naming and organization of a potential new website.

Bridges Library System:

- o Budget time for Bridges. Looking at augmenting collections where usage is high: more money into Overdrive and Hoopla. Make sure to

Jefferson County Library Board:

- o Formula change will be rubber-stamped by the Board. DFPL should see an increase in money from the county because of electronic usage. Previous formula based only on physical items.

- o Finance committee is reviewing the reimbursement formula that Jefferson County currently uses to compensate libraries for their loaning of materials to patrons who live in areas of the county without a municipal library.

Jefferson County Literacy Council (JCLC):

- o Eric currently serves as the chair of the hiring committee for the Executive Director position for the JCLC.

Update of current library services and operations:

- o Staff is enjoying the new policy of mirroring masking for patrons. We are now operating with masks 'encouraged' while in the building, but staff do wear masks when working with members of the public who are also wearing masks.

- o Google reviews have been positive. Library staff having positive interactions with patrons and keeping some of the personalized services (book "shopping" and other book recommendation services).

Strategic Plan (Kirsten Mortimer):

- Oral mid-year report. Google Doc with comments will be shared with the Board

August Board Meeting (Tom Fick):

- Board will plan to meet in person in the community room (larger than board room) in August. Eric will facilitate
- Library will investigate purchasing technology that would make blended virtual/in-person meetings easier.
- For the future, potential professional development about virtual/in-person facilitation.

Friends of the Library (Julie Olver reporting):

- Last meeting was brief: The group will meet in person in August. Annual meeting set for October.

New Librarian at High School:

- Rob Abbot announced that there will be a new librarian at the High School in the Fall. Her role will be as an academic leader and will continue the collaboration with the public library.

Adjournment: The meeting was adjourned at 10:20 AM (Olver, Mortimer)

NEXT MEETING: August 9, 2021 at 9:30 AM