

**Board of Trustees Meeting
Dwight Foster Public Library
August 9, 2021**

Present: Tom Fick, Megan Hartwick, Rebecca Houseman LeMire, Kirsten Mortimer, Julie Olver, Sara Podoll, Eric Robinson, Diana Shull, Mike Wallace,

Absent: Rob Abbott, Autumn Harden

Guests: Bruce Waller

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

Bruce Waller Report on Library Trust (Action: discussion of library trust):

- Green bars are the instructions from the board. Yellow bars are the current library allocation.
- See back page of physical handout given at the meeting for overall performance of library portfolio
- Stock portion of the portfolio is the driver of growth.
- Suggestions for future:
 - Library trust might be underrepresented in bonds. Yet overall, the allocations are working well for the library.
 - Reduce future risk by diversifying more.
- Tom Fick asks about intra-year decisions
 - Portfolio automatically rebalances if it's out of balance for more than 10 days.

Approval of Minutes: The minutes of the June meeting were approved. (Wallace, Podoll)

Public Input/ Communications: None at this time

- Board is going to continue to offer hybrid meetings in the future (in person and zoom options).

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

- \$30,000 added to the budget and rolled over from County account. Eric will add this to the current totals and send out the new numbers.

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

July fines to City: \$78.94
YTD fines to City: \$461.04
July Revenue to City: \$483.41
YTD Revenue to City: \$1,483.02
YTD Total Deposits: \$1,944.06

Director's Report Highlights:

- Minnetta Lippert has had her new child (a boy) and will be out until mid-Oct on leave. The family is doing well.
- All staff can take virtual Spanish for Libraries through the UW Madison iSchool.
- We have hired a new part-time staff person, Lucas Altschwager, who has been cross trained on paging, circulation, and reference services. ○ The entire full-time and part-time staff have been offered virtual
- Our circulation has almost gotten back to normal in comparison to preCovid. We are roughly 10% less circulation than 2019 but 4% higher circulation than 2020.
- We are still seeing only about 55% of the foot traffic in the building that we would typically see during a 'normal' year.
- We have begun circulating board and card games. The hope is to provide individuals, families, and friends a fun experience. This will hopefully provide a means to try out a game before purchasing it too. For more information, please see the following [Facebook post](#).
- The permanent Storywalk grant funds have been approved for \$7,777. The materials have been ordered and we are working with Parks and Recreation to have the Storywalk installed in Ralph Park sometime in the Fall.
- Jefferson County Literacy Council (JCLC) – Eric currently serves as the chair of the hiring committee for the Executive Director position for the JCLC. He is currently working on a position description for a Grant Writer for the organization.
- Gathering information on community engagement: Eric will be taking notes on his interactions with various community groups and his knowledge gained from serving on the boards of other community groups. He envisions the library as a community hub that can connect various communities & patrons with various resources in the community.

Summary of Summer Reading Program – Eric R. (Action: discussion of 2021 SRP)

- Highlights:
 - Over 401 kid participants who logged over 300,00 minutes!!
 - Virtual and in-person attendance is still not up to pre-2020 levels--but in-person attendance for all library events/traffic is still down.

Update on Jefferson County library service board and Bridges Library System – Eric R. (Action: discussion of current groups activity)

- For the Jefferson County Library Services board, the finance committee of this group finalized the recommendations that would incorporate Overdrive (e-book) circulations into the funding formula. This would mean more revenue to the libraries of Jefferson County specifically for circulations to patrons who do not live in an area with a library.

- Worked with the Bridges Library System director, Karol Kennedy, to draft a new [Strategic Plan for the Jefferson County libraries](#) as a group for 2022-2024.
- Bridges Library System: Continued as President for the monthly Alliance for Public Librarians (APL) meeting. This is a library director meeting for the library system that helps give direction to Bridge's work and services.

Friends of the Library (Eric reporting):

- Friends agreed to start doing monthly book sales.
- Friends will stop accepting donations for the time being until the backlog of books is cleared.
- Annual report/meeting will be in September.

Adjournment: The meeting was adjourned at 10:36 AM (Podoll, Olver)

NEXT MEETING: September 13, 2021 at 9:30 AM