

**Board of Trustees Meeting  
Dwight Foster Public Library  
September 13, 2021**

**Present:** Rob Abbott, Tom Fick, Autumn Harden, Megan Hartwick, Julie Olver, Eric Robinson, Diana Shull, Mike Wallace

**Absent:** Rebecca Houseman LeMire, Sara Podoll, Kirsten Mortimer

**Guests:** Ann Engelman

**Call to Order & Introductions:** The meeting was called to order at 9:31 AM by Tom Fick.

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

**Friends of Lorine Niedecker report** – Ann Engelman (Action: discussion/update)

- New poetry wall - Hometown Pharmacy (the part that was already painted grey).
- Jeremy Pinc, artist
- Brief Poem (from the 1968 collection *North Central*)

Mergansers  
fans  
on their heads

Thoughts on things  
fold unfold  
above the river beds

- See here for some analysis (ctrl-f for merganser:  
<https://go.gale.com/ps/i.do?id=GALE%7CA466591867&sid=googleScholar&v=2.1&it=r&linkaccess=abs&issn=00263451&p=AONE&sw=w&userGroupName=h2o>)

**Public Input/ Communications:** None

**Approval of Bills:** The payments for all August bills were approved. (Abbott, Olver)

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

August fines to City:     \$193.80  
YTD fines to City:       \$654.84  
August Revenue to City: \$1,140.31  
YTD Revenue to City:    \$2,623.33  
YTD Total Deposits:     \$3,278.17

**Director's Report Highlights:**

- We are still seeing only about 65% of the foot traffic in the building that we would typically see during a ‘normal’ year. Our circulation is about 2% lower than in 2020 and 16% lower than ‘normal’ years. This is in line with what other libraries in the Jefferson County area and in the Bridges System.
- Covered day-to-day duties of full time staff who have been out of the office on vacation or on maternity leave.
- Amy Christian has been awarded a trainer role with Storycorps. The training is being paid for by a grant awarded by the Bridges Library System. This two-year commitment will allow us to begin collecting oral histories of individuals in the community, particularly families dealing with dementia.
- Ancestry.com will continue to be offered ‘at home’ for patrons though the end of the calendar year. Typically, this service requires patrons to be within a library building to access this database.
- 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.
- Jefferson County Literacy Council (JCLC) – I am currently serving as the chair of the hiring committee for the Executive Director position for the JCLC. I am currently working on a position description for a Grant Writer for the organization. Discussions ongoing about position of executive director (currently no benefits available).
- COVID update -
  - Document that outlines external metrics to establish service level. (Jefferson Co. percentages, state dashboard, etc)
  - City Buildings & mask requirements (City manager added exceptions for museum and library. Continue to hand out masks at entrances.)
- Autumn Harden and Julie Olver will start investigating the vendors they had contacted for the food truck roundup that was cancelled previously. They will report back on

## **2022 Budget**

- Draft of 2022 budget presented to library board’s finance committee on 9/9/2021.
  - Committee members were satisfied with director’s report on the budget and on director’s budget meeting with City Manager.
  - Reflects emphasis on increase in part-time worker salaries, therefore more weight given to the county side of the budget.
- On 9/16/21, presentation for County revenue made to the Jeff. Co. Board of Supervisors finance committee.
- On 10/12/2021 6pm-8pm, 2022 Draft Budget and 2022-2026 CIP presentation to the City Council.
- Motion passes to approve the budget. (Olver, Harden)

**Trustee dinner** - Wednesday, October 6, 2021 7 pm-8:00 pm via Bridges

- Tom Fick encourages everyone to attend virtual event this year.

**Friends of the Library (Julie Olver reporting):**

- October 9: next booksale.
- Booksale first hours are Friends members only--this is driving a small increase in memberships.
- Next meeting will be budget report.

**Personnel Committee:** vacancies on the committee, board will discuss this and accept nominations for new members at the October meeting.

**Adjournment:** The meeting was adjourned at 10:34 AM (Olver, Wallace)

**NEXT MEETING: October 11, 2021 at 9:30 AM**