

**Board of Trustees Meeting  
Dwight Foster Public Library  
February 14, 2022**

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

**Absent:** Julie Olver

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

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

**Public Input/ Communications:** One complimentary letter about the 4k art show.

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

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

MONTH fines to City:	\$103.53
YTD fines to City:	\$103.53
MONTH Revenue to City:	\$460.02
YTD Revenue to City:	\$460.02
YTD Total Deposits:	\$563.55

FYI - Programming bills will start to show up separately on the bills. This is funded through a \$6,000 check from the Friends of the Library.

**Director's Report Highlights:**

- The posting for librarian position of Adult Services Librarian is up until the end of February 2022. We have already begun to receive resumes from folks around the country.
- One of our staff is out on extended leave for a major surgery. Everything is covered until her return which we expect to be early May 2022.
- Continued purchasing for DVD collection.
- Our circulation is about 53% higher than in 2021 and 17% lower than pre-pandemic years. The percentage comparison to 2021 is much higher as we were at curbside only service in 2021.
- Access Video On Demand – This is a new streaming service that we have ordered through the Bridges Library System. It “Streams thousands of documentaries, indie films,

TV shows, and educational videos, from PBS, National Geographic, ABC News, HBO® Documentary Films, and more. No holds, no limits.” The hope is to provide more films that are slowly migrating behind paywalls or streaming only formats for our patrons.

- In the process of setting up a means to better recycle and remove our library withdrawals and overflow donations. I am working with Baker and Taylor to set up a Sustainable Shelves account as this looks to be the best service that would meet our needs.

**Annual financial review for 2021 – Eric R. (Discussion)**

- Working with the City Manager to readjust how to report the budget to make it more clear to the public.
- Building maintenance continues to provide unexpected expenses.

**DPI Annual Report 2021 – Eric R. (Action: Vote on approval of Department of Instruction 2021 annual report)**

- Necessary annual report to state agency
- Motion to accept the DPI report as written. (Mortimer, Harden)

**Review procedures for a public request to pull library materials from the collection – Eric R. (Discussion of process and board’s role)**

- Review of current policies about selection and challenges of materials.
- Procedure for challenging materials outlined in document.
- Suggestion from Board to update the look of the form to match the current style guide.

**Friends of the Library (Eric R. reporting):**

- Approval of \$6,000 for programming budget.
- Programming budget is estimated by Eric R. at beginning of year and the Friend’s group then approves the transfer of the funds.
- Assuming COVID numbers are lower in March, the Friends hopes to have an in person book sale
- Pi Day bake sale: March 14, 2022.

**Comment from Rebecca LeMire:**

- She praised the library's atmosphere and staff and said it met her expectations for her ideal library.

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

**NEXT MEETING: March 14, 2022 at 9:30 AM**