

**Board of Trustees Meeting**

**Dwight Foster Public Library**

**April 11, 2022**

**Present:** Tom Fick, Autumn Harden, Megan Hartwick, Rebecca Houseman LeMire, Kirsten Mortimer, Julie Olver, Sara Podoll, Eric Robinson

**Absent:** Rob Abbott, Mike Wallace, Diana Shull

**Call to Order & Introductions:** The meeting was called to order at 9:32 AM by Tom Fick.

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

**Public Input/ Communications:** Eric shared a project to share how the library had impacted users during National Library Week.

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

**Director’s Report of Financials and Services for March 2022:**

March fines to City: $162.04

YTD fines to City: $265.57

March Revenue to City: $517.71

YTD Revenue to City: $977.73

YTD Total Deposits: $1,243.30

**Director’s Report Highlights:**

* Deb Bauer has been offered and accepted the role as the Adult Services Librarian. Deb is the current Community & Adult Services librarian at Cedarburg Public Library.
* One of our staff is out on extended leave for a major surgery. Everything is covered until her return which we expect to be mid May 2022.
* Very close to pre-pandemic levels. Comparable to other Bridges libraries. Adult programming is very hard to get restarted with little to no attendance. Whereas children’s programming has very high levels of engagement.
* Experience passes - we are wrapping up the details for 'Experience Passes' that patrons will be able to checkout.
* Library Cards for Children in the schools - partnering with DJ Scullin (Director for Technology for the Fort School District) and the Bridges Library System to create an easy means for a parent or guardian to get a library card for their child.
* Camera Security - Prep work to replace the existing security camera system is underway. We will be adding 3 more cameras to the current 13.
* Downloading over 1TB data a month on our WiFi, which demonstrates the increase in adult internet access during work days.
* Will be providing tablets for families going through difficulties with the Jefferson County Court System to use at the library to make procedures easier. Tablets were provided by the Jefferson County Court System.
* Increase in traffic from homeless individuals with an increase in incidents at library and challenges for staff in terms of addressing incidents. Staff are increasingly in difficult, stressful situations. Staff are doing a great job of dealing with these challenges. Megan and Rebecca let Eric know there is now a social worker (part-time) on staff - Eric was aware. The most difficult aspect is the emotional toll this takes on our staff.

**Travel expenses for hiring staff and possible establishment of a policy - Eric R. (Discussion)**

* No longer needed for this search as an offer has been made. Tom suggested we leave this discussion for the next time this may be relevant.

**Creation of a policy manual/handbook – Tom F. (Discussion)**

* Tom and Eric working on this.

**Library Board terms and membership, officers for next year, committee members – Tom (Action: Vote on officers for the library board and board committee members)**

* Autumn, Diana, Julie terms are up and all would like reappointment. Roster attached and dates will be updated by Eric.
* In May we vote on officers for June start. Diana will continue as Secretary. Kirsten will continue as Vice President (but willing to allow for another to serve if they wish).

**In-person Board attendance – Tom (Discussion)**

* Please review the Mukwonago Electronic Meeting Policy
* Tom is concerned that we lose interaction and teamwork, body language, interpersonal interactions, etc. during fully virtual meetings.
* Julie - attending in person a requirement of position. Preference in-person. Or at least all in=-person or all virtual – concern is hybrid.
* Megan - appreciate and understand there is a difference in-person vs virtual. Everyone is in a position where they are potentially taking on more than they may have prior to taking this responsibility on. Are there particular meetings or topics that might require an in-person presence then require it for those topics?
* Sara - There are circumstances where having a virtual option is really important (injury, maternity, etc.)
* Rebecca - city has amended their meeting policy to allow for hybrid meetings in perpetuity.
* Kirsten - hybrid meetings with virtual option facilitate attendance, particularly for board members who have taken on additional workload, changed positions, or have more scheduling challenges. Some of us do not live/work in Fort (a couple of us work in Whitewater) so with parking and driving, the time needed during the work day to attend in person is over 2 hours (minimum). Fully in-person requirements may mean having to make difficult decisions to not continue board service. Could we consider cultural changes for the hybrid meetings to simulate some of the missing aspects of in-person meetings i.e. using chat, joining 5 minutes early, using breakouts if needed, etc.
* Proposal: Tom will look at the board schedule and identify meetings that might be most appropriate in-person and will look at by-laws to propose amendments for discussion.

**Food truck rally Sept. 18 2022 – Julie O. and Autumn (Discussion/update)**

* Most vendors will be paying via check and need an invoice. Eric will work with Julie and Autumn to create an invoice. They will use Friends’ Square account to facilitate credit card payments.
* Sub-committee members needed - please consider helping. Tom volunteered to participate on the committee.
* All board members are requested to put the date on their calendar to volunteer / help.

**Friends of the Library - Julie Olver (Discussion/Update)**

* May's meeting will celebrate Amy Lutke’s retirement.
* Looked into a fundraiser for Ukraine but having difficulties moving forward (challenging time for those connected to Ukraine).
* Ordered pizzas for library staff for library workers’ day.

**Adjournment:** The meeting was adjourned at 10:35 AM (Olver, Harden)

**NEXT MEETING: May 9 at 9:30 AM**