

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

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

Absent: Rob Abbott, Autumn Harden, Bruce Johnson

Guests:

Call to Order & Introductions: The meeting was called to order at 9:33 AM by Tom Fick.

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

Public Input/ Communications:

- City council representative to library board will be Mason Becker from the December 2022 meeting forward.

Approval of Bills: The payments for all October bills were approved. (Olver, Wallace) Motion passes with one abstention (Podoll).

- City budget document for 2023 will be presented to the City Council on Nov 15, 2022 ([document](#)). Library will receive an increase of 13.65% in its share of the levy funds. Library makes up 5% of the overall city budget.

Director's Report of Financials and Services for October 2022:

October fines to City: \$376.30
YTD fines to City: \$1,418.80
October Revenue to City: \$1,215.57
YTD Revenue to City: \$5,494.83
YTD Total Deposits: \$6,913.63

Director's Report Highlights:

- Patron traffic - Our foot traffic is about 38% higher than in 2021 and 70% of our foot traffic during pre-pandemic years.
- Library website development – Eric worked on edits to the organization and layout of our library website. He created programming pages for Adults and worked with a developer to design a book carousel to display new materials on our home page. He is pursuing code development to create a search box on our front page that would allow a user to search our catalog, events, and website through a single search box on our home page.

2023 Bridges Annual Addendum – Eric R. (Action: Approve Bridges annual addendum for system service in 2023) (Wallace, Mortimer)

- Café fee - Library ILS system (catalog)
- Bridges system services

2023 Library Closure Dates – Eric R. (Action: Approve 2023 library closure dates): (Olver, Mortimer)

- Closed: Jan 2 - New Year's Day (Monday), April 7 - Good Friday (Friday), May 29 - Memorial Day (Monday), July 4 - Independence Day (Tuesday), Sept 4 - Labor Day (Monday), Nov 23 - Thanksgiving (Thursday), Dec 25 - Christmas Day (Monday),
- Floating Holidays for the Full Time staff ("Holiday" hours that may be used at another time) Nov 11 - Veterans Day (Saturday) Nov 24 - Day after Thanksgiving (Friday) Dec 24 - Christmas Eve (Sunday)
- Further additions: Closed between Christmas and New Years. Close at 5 pm July 3rd (Monday).

Friends of the Library (Julie Olver reporting):

- Friends spent a large amount of money for programming, passes, and other items for the Library.

Food Truck Rally 2023 – Tom F. (Action: Move to create a Food Truck event subcommittee and suggest a date for a possible event in 2023) (Mortimer, Olver)

- Potential date: Sunday, 17 September 2023
- Eric will email Autumn with the potential date, potential volunteers, and ask if she is still interested in chairing the committee.

Adjournment: The meeting was adjourned at 10:27 AM. (Mortimer, Olver)

NEXT MEETING: December 12, 2022 at 9:30 AM