

**Board of Trustees Meeting
Dwight Foster Public Library
December 12, 2022**

Present: Rob Abbott, Mason Becker, Tom Fick, Autumn Harden, Rebecca Houseman LeMire, Kirsten Mortimer, Julie Olver, Eric Robinson, Diana Shull, Mike Wallace

Absent: Sara Podoll

Guests:

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

Welcome: Mason Becker as new City Council representative to the board.

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

Public Input/ Communications: Set up a generic email account, contact@fortlibrary.org, to accommodate requests for scholarly articles and books that are coming in more frequently.

Approval of Bills: The payments for all November bills were approved. (Becker, Harden)

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

November fines to City:	0
YTD fines to City:	\$ 1,418.80
November Revenue to City:	0
YTD Revenue to City:	\$ 5,494.83
YTD Total Deposits:	\$ 6,913.63

Director's Report Highlights:

- All staff meeting 17 December 2002: going over collection challenges
- Eric completed his public library director certification with DPI
- Circulation: moving some collections around to make more room for additions.
- Foot traffic is about 19% higher than in 2021 and 70% of our foot traffic during pre-pandemic years.
- 1/3 of library revenue comes from Jefferson Co. Board of Supervisors.
- Nalox – ZONE box – I have started working with UW-Madison and their agency called 'Wisconsin Voices of Recovery' to install two Narcan dispensing boxes in the ground floor restroom. They will provide Narcan and refill these boxes over the course of time.
- Patrons Banned from the library – In two separate instances in Nov. 2022, I banned three individuals from future use of the library building. In one instance, an individual was banned for violating portions of our Code of Conduct. These violations were: Loitering,

Producing excessive noise separate from an authorized Library program, Adult use of juvenile and teen areas, Disorderly, drunken, dangerous, disruptive, or threatening behavior that may jeopardize the personal safety of patrons, staff or facilities at the Library. In the second incident, a couple was banned for the following Code of Conduct violations: Loitering, Disorderly, drunken, dangerous, disruptive, or threatening behavior that may jeopardize the personal safety of patrons, staff or facilities at the Library, Consumption of intoxicants, tobacco, and food.

DFPL Strategic Plan semi-annual review (Action: Discussion)

- Committee started meeting in 2020 for current strategic plan. Kirsten, Julie, & Eric worked on current plan, which ends in 2023.
- Library has almost completed all points on strategic plan (one year before end of plan).
- Addition of a few items:
 - “Three to Me” library cards
 - Story Walk
 - Fine free in 2021
 - Partnered with school district for distributing library cards to school children.

Jefferson County 2023 Contract for Library Services (Action: Sign contract)

- Tom and Eric signed the contract

Library foot traffic – Tom F. (Action: Discussion)

- Postpone until January meeting

Adding users to review/revision of library website, formalize – Tom F. (Action: Discussion)

- Postpone until January meeting

Gender neutral bathroom at library – Tom F (Action: Discussion)

- Eric has ordered signage for bathroom upstairs

2023 closure dates – Tom F (Action: Discussion)

- Minutes were corrected from last meeting.
- 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 at 5pm between Christmas and New Years. Close at 5 pm July 3rd (Monday).

Friends of the Library meeting December 8th, 2022 – Julie O. (Update)

- Added two new members to the board.
- Focus on business memberships
- Rescheduled Lauren Fox for March 11, 2023.

Adjournment: The meeting was adjourned at 9:53 AM (Harden, Mortimer)

NEXT MEETING: January 9, 2023 at 9:30 AM