

**Board of Trustees Meeting  
Dwight Foster Public Library  
February 13, 2023**

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

**Absent:** Rob Abbott

**Guests:**

**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. (Wallace, Podoll)

**Public Input/ Communications:**

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

- Building repairs and maintenance are main new charges

**Director's Report of Financials and Services for January 2023:**

January fines to City: \$57.93

YTD fines to City: \$57.93

January Revenue to City: \$539.68

YTD Revenue to City: \$539.68

YTD Total Deposits: \$597.61

**Director's Report Highlights:**

- Staffing Organization: figuring out how to balance workload fluctuations
  - Full time staff job duties – Reviewing job descriptions, particularly those that are older, to possibly re-write duties to be more in line with day-day- functions and to re-assess the balance of work for each of our full time positions.
- Art Museum passes (4 adults and children under 17 are free). Funded by the Friends.
- Library Advocacy Day - met with State government officials to talk about the importance of library services.
- Patron traffic – In Jan. 2023, our foot traffic (8228) was 21% higher than in Jan. 2022.

**2022 Financial Review – Eric R. (Discussion):**

- Community foundation funds earmarked for the Library are available via a grant proposal process.

**DPI Annual Report 2022 – Eric R:** Action: Vote on approval of Department of Instruction 2022 annual report. Approved. (Wallace, Harden)

- Every public library in the state turns in an annual report to DPI in March
- This report still required information about service adjustments due to COVID
- Electronic usage is starting to plateau after years of increases (Overdrive/Libby, etc)
- Programming numbers and foot traffic are still increasing post-pandemic

**Request for library's policy or personnel committee to review recruitment process for library board members – Tom F.** Action: Motion to charge the personnel committee with the recruitment process details for new board members. Approved. (Mortimer, Wallace)

- Tom would like more defined recruitment ideas for getting a broader pool of candidates for new board positions
- Personnel committee will look into other locations to publicize the application. The City already posts the link to the application on their Facebook page and in the Daily Union.
- Personnel committee will also look into a timeline for recruitment

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

- Author events lined up for the spring.
- Friends sponsoring a chef from PBS in April to go along with the book Mad Honey.

**Adjournment:** The meeting was adjourned at 10:16 AM (Podoll, Harden)

**NEXT MEETING: March 13, 2023 at 9:30 AM**