

**Board of Trustees Meeting
Dwight Foster Public Library
April 10, 2023**

Present: Rob Abbott, Tom Fick, Autumn Harden, Rebecca Houseman LeMire, Julie Olver, Sara Podoll, Eric Robinson, Diana Shull

Absent: Mason Becker, Kirsten Mortimer, Mike Wallace

Guests: Carly Hein

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

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

Public Input/ Communications:

- Patron with cancer wrote to praise the staff and the support she receives when looking for resources to help deal
- Congrats to Mason Becker for being re-elected to city council.

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

- Maintenance and repairs are still a major part of the bills
 - The tankless hot water heater has been repaired twice yet it continues to break. It will be replaced in the near future.
- Large print materials - DFL has one of the larger large print collections
 - Eric redistributed some money for purchasing in this collection to remain current.
- Hoopla
 - As use goes up, the price to the library goes up.
 - With no marketing, the use is increasing, but doubling the usage would be about \$10,000-12,000

Director's Report of Financials and Services for March 2023:

March fines to City: \$59.27
YTD fines to City: \$289.91
March Revenue to City: \$660.74
YTD Revenue to City: \$1,671.05
YTD Total Deposits: \$1,950.96

Director's Report Highlights:

- Circulation went up 8% from March 2022. Patron walk-ins went up 9% from March 2022.

- Library programs have been well-attended. Summer Reading program planning is almost done and Minetta has been getting a lot of donations for prizes and support.

Strategic Planning update – Eric R. (Discussion)

- The strategic committee met again to finalize the survey that will go out in May 2023 to help evaluate current library services.

Date for County Board and Bridges Board Representative Visit(s) – Eric R. (Update)

- Linda Ager, president of the Bridges Board, can come to the May meeting.
- Diana will ask Tony Gulig if he can come to May meeting as well.

Summer Meeting Schedule – Tom F. (Discussion)

- Potential cancellation of August meeting. Vote will occur at next meeting.

Library Board Recruitment update - Personnel Committee members (Discussion)

- Board position opening and committee created procedures and policy for advertising the position and creating bilingual advertising materials.

Article IV Section 4 of Board By-Laws - Tom F. (Discussion)

Tom proposes the following statement to add to the Board By-Laws. Vote will occur at next board meeting.

In an effort to recruit a diverse board, Board Personnel Committee members, with the assistance of the Library director, will perform recruitment activities with the goal of having new board member applications presented to the municipal government by May 1 for inclusion on the first available city council agenda.

By March Board meeting

- 1. Review Fort Atkinson Boards and Commissions website for any necessary revisions and send revision suggestions to the City Manager.*
- 2. Create flyers and social media posts to be distributed appropriately within the library (lobby and near ESL materials), community (e.g. grocery stores, etc.), online, and in public notices ensuring that materials are translated into Spanish. Include relevant links, physical address, and/or email address for application submission with an April 30 deadline.*
- 3. Make copies of the flyer for Board members to distribute; hand them out to the board at the March meeting.*

By April 1

1. *Distribute notice/flyer to community organizations and employers (e.g. Fort HealthCare, Spacesaver, Chamber of Commerce, Hoard, Ball Corporation).*
2. *Display notification/flyer on the library website and relevant social media accounts.*
3. *Submit notice/press release to local media.*

May Board Meeting

The Personnel Committee will report to the Board on the efficacy of the recruitment efforts. If necessary, revisions will be proposed, voted on, and in place for the following year.

Update to Meetings with Other Area Board Representatives – Tom (Discussion)

- Tom met with other Board presidents in the area. Report: [Visits with Libraries 2023 Appended.doc](#)

Friends of the Library (Julie Olver reporting):

- Next meeting April 13, 2023.
- Friends book sale coordinator needed. Discussions about the format of the book sale and the feasibility of format suggestions.

Adjournment: The meeting was adjourned at 10:12 AM (Olver, Podoll)

NEXT MEETING: May 8, 2023 at 9:30 AM