

**Board of Trustees Meeting  
Dwight Foster Public Library  
June 12, 2023**

**Present:** Rob Abbott, Leslie LaMuro, Rebecca Houseman LeMire, Davin Lescohier, Kirsten Mortimer, Julie Olver, Sara Podoll, Eric Robinson, Diana Shull, Mike Wallace

**Absent:** Autumn Harden

**Guests:** Michael Ashmin, management intern for City

**Call to Order & Introductions:** The meeting was called to order at 9:31 AM by Kirsten Mortimer.

- Introductions for two new library board members - Leslie LaMuro & Davin Lescohier

**Public Input/ Communications:**

- Cards and notes from patrons with positive comments on Summer Reading

**Approval of Minutes:** The minutes of the May meeting were approved. (Olver, Mortimer, 2 abstentions)

**Approval of Bills:** The payments for all May bills were approved as amended. (Olver, LaMuro)

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

May fines to City: \$191.41

YTD fines to City: \$536.70

May Revenue to City: \$1,255.16

YTD Revenue to City: \$3,417.17

YTD Total Deposits: \$3,953.87

**Director's Report Highlights:**

- Dementia Training – some of the library staff were able to participate in a Dementia Live training. It was an opportunity to experience the effects of what it is like to suffer from Dementia. This was relevant for us as a staff as we do help patrons on occasion who are suffering from Dementia and Alzheimer's. Training provided through the county.
- Circulation – In May 2023, circulation (16,933 items) was 14% higher than in May 2022 (14,910 items). The general library system average for circulation is +2% for May 2023 compared to April 2022.
- StoryCorps – Our library and Waukesha Public Library have been asked by the library system to offer StoryCorps opportunities going forward. Amy Christian continues to offer excellent service for this outstanding oral history program.

- Discovery Layer (for catalog) – Continued working with Bridge’s Technology Committee to review ‘discovery layer’ products. We have reviewed Aspen, Vega, and Bibliocommons. Potential for the discovery layer to include database content from BadgerLink databases.

**Strategic Planning update – Eric R. (Discussion):**

- Survey is live on the Website (almost 1000 responses so far).

**Meeting Room Policy. Request to adjust – Eric R. (Action: Vote on language adjustment): (Wallace, Abbot)**

- Language updated/added for exceptions to restrictions for financial gain.
  - Author events where author wants to sell copies of their books
  - Teachers tutoring in the summer as a side job
  - Jefferson County Literacy Council fundraisers
- Add language in policy to allow for director’s discretion.

**Public Comments at Library Board Meetings–Eric R. (Discussion):**

- Muskego Public Library’s policy on public comments is included in the board packet.
- Rebecca Houseman LeMire notes that there is no requirement for the Board to allow public comments. She also recommends the Board think about how to protect its authority that they were appointed to have.
- The board can always add a public comment section to any part of the meeting.
- Board will continue this discussion at the next meeting.

**Food Truck event update – Autumn H. (Discussion):**

- Sunday, September 10, 2023, 11-3pm.
- Approval granted by City Council
- Invited more food trucks this time, with a higher deposit required.
- Board members requested to come and volunteer to help set up and/or clean up.

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

- Chair Auction planning
- Organized and weeded book sale room.
- Friends donated over \$11,000 to Library this year. All programming budget comes from the Friends.

**Adjournment:** The meeting was adjourned at 10:33 AM (Podoll, Olver)

**NEXT MEETING: August 14, 2023 at 9:30 AM**