

**Board of Trustees Meeting
Dwight Foster Public Library
August 14, 2023**

Present:, Autumn Harden, Rebecca Houseman LeMire, Davin Lescohier, Kirsten Mortimer, Julie Olver, Sara Podoll, Eric Robinson, Diana Shull

Absent: Rob Abbott, Leslie LaMuro, Michael Wallace

Guests: Ann Engelman, Minetta Lippert, Amy Lutzke

Call to Order & Introductions: The meeting was called to order at 9:32 AM by Kirsten Mortimer.

Friends of Lorine Niedecker (Discussion - Ann Engelman & Amy Lutzke):

- Amy Lutzke will be stepping down from her position on the Friends of Lorine Niedecker - the Friends of Lorine Niedecker are a support organization and will support the library as the steward of the Niedecker collection and make recommendations/suggestions. The Friends is a 501c3 organization that pays for things related to the collection and Niedecker research that is outside of the Library's mission.
- She wants to ensure the Library Board understands the Niedecker collection
 - Significance: Niedecker's books (notes, etc) that she directed be given to the library
 - Niedecker directed her husband to burn all her journals, so the books she donated to the library are really the few remaining sources for researchers.
 - Hoard Museum also has Niedecker archives: photos, paintings, ephemera
- In next year, the Friends of Lorine Niedecker, Library Director and staff, and Library Board will work together to maintain the collection and researcher access.

Approval of Minutes: The minutes of the June meeting were approved. (Lescohier, Olver)

Approval of Bills: The payments for all June/July bills were approved. (Olver, Harden)

- Maintenance and repair bills will be over budget as more items needed repair (elevator) than
- 2024 budget will look a little different: the different sources of revenue (city, county) will be combined into one expenditure account.

Director's Report of Financials and Services for June & July 2023:

Finances	June 2023	July 2023
Fines to City	\$110.49	\$136.44

YTD fines to City	\$536.70	\$673.13
Revenue to City	\$724.66	\$424.48
YTD Revenue to City	\$3,417.17	\$3,841.65
YTD Total Deposits to City	\$3,953.87	\$4,514.78

Director's Report Highlights:

- Summer Reading Program was very successful. Minetta did an outstanding job, as usual!
- Patron traffic – In June and July 2023, our foot traffic (6,776 and 6,092) was 9% and 2% higher than in June and July 2022 (6,294 and 5,972).
- Discovery Layer (for catalog) – The Bridges Library System library directors have voted to move forward with a discovery layer for the catalog. The next step(s) are to go to RFP for vendors to see if we can find the feature set and cost that is acceptable to the library system and individuals libraries.

Strategic Planning update – Eric R. (Discussion):

- Categories: Staff, Space, Programs, Innovation
- Providing a guiding framework for the limited resources available.
- Library staff will have a Saturday staff meeting next week that will focus on Strategic Plan.

Library Budget (2024) update – Eric R. (Discussion):

- Circulation is up for non-county residents and residents in communities within Jefferson Co. that do not have libraries. This means more revenue coming in from the state to offset these costs.
- Finance committee will meet soon and discuss the budget and the parameters of using the trust.

Change Sept. 2023 meeting to Sept. 25th? – Eric R. (Action: Vote on change of date):

- Proposed change to accommodate Bruce Waller attending the Board meeting.
- Motion to move the September meeting to the 25th passes. (Podoll, Lescohier)

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

- 11 vendors
- Volunteers for morning should arrive at 9am.

Friends of the Library (Julie Olver reporting):

- Recent meeting: August 10th, 2023
- Popup book sale at Food Truck event.

- Friends table will also have memberships, tote backs, etc.
- Book sale room has been organized and weeded: romance, children's books, cookbooks (soon)
- Annual meeting September 14: morning event with donuts

Adjournment: The meeting was adjourned at 10:21 AM (Olver, Podoll)

NEXT MEETING: September 25, 2023 at 9:30 AM