

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

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

Absent: Autumn Harden

Guests:

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

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

Public Input/ Communications: None

Approval of Bills: The payments for all October bills were approved with one abstention (Podoll). (LaMuro, Lescohier)

- Hoopla is increasing in cost as more people use it. Something to watch in the future. Offset costs from other places? Like, adult audio book physical collection.

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

October fines to City:	\$249.08
YTD fines to City:	\$1,474.81
October Revenue to City:	\$605.30
YTD Revenue to City:	\$6,448.55
YTD Total Deposits:	\$7,923.36

Director's Report Highlights:

- Patron traffic – In October 2023, our foot traffic (7,896) was 13% higher than in October 2022 (7,018).
- Circulation – In October 2023, circulation (17,907 items) was 8% higher than in October 2022 (16,644 items).
- Collection re-labeling – We have begun re-labeling parts of the library collection to make access to the collection(s) easier and to provide more efficient processing of library collections in the future. This will take place slowly over time completed by part time staff at our service desks. o Genre Collections within Children's – Minetta has been diligently working to get the Children's Fiction collection cataloged, labeled, and shelved based off genres (animals, fantasy, mystery, etc.) to make it easier for children and families to find more materials like those that they are interested in.

- Library Programming set through the winter (see board packet for details).
- Clothing drive: We did a ‘small’ winter clothing drive to support the Community Action Coalition that resulted in a large amount of clothes that the Coalition could not entirely use. Eric reached to the Jefferson County Health Department who was more than happy to take on the excess clothes for families in the area.
- WLA Conference –Eric presented at the WLA Annual Conference on our library’s partnership with the school district to create library cards during online enrollment, our Three for Me card, and potentially temporary cards. Received a tremendous amount of praise and a lot of kind words which was very gratifying.

Strategic Plan Draft (2024-2026) – Eric R. (Action: Vote)

- Wallace moves approval of the strategic plan with a reordering of the values so that Value 2 becomes Value 1. (LaMuro second). Motion passes unanimously.

2024 Library Closure Dates – Eric R. (Action: Vote)

- Adjustments due to holidays and staff in-service days.
- Motion to approve the adjusted hours for the library as provided. (Abbot, Podoll) Motion passes.

2024 Bridges Library System Annual Addendum – Eric R. (President’s Signature)

- Addendum covers the costs paid by the library to some of the online databases and the integrated library system (which runs the Café catalog) and the payments to the library from other counties and grants.

Transition of Lorine Niedecker collection at DFPL to the Hoard Museum (Action: Vote)

- After the museum and its volunteers come to inventory what the library has, it will be boxed up and transported to the archival storage in the museum.
- Eric’s plan for the room is to leave the art the same and to make a list of the books that are in the glass cases (books she drew inspiration from, such as Homer’s *Odyssey*) so that the library and museum can each have copies of these books.
- Motion to move the Lorine Niedecker collection from the Library to the Hoard Museum passes. (Lescohier, Wallace)

Friends of the Library (Julie Olver reporting):

- Nov. 9th, 2023 meeting
- Friends working on the renewal campaign for memberships
- Moved back to monthly book sales
- Gift basket auction planned
- Eric will present the Library’s request for program funding at next month’s meeting

Adjournment: The meeting was adjourned at 10:18 AM (Olver, LaMuro)

NEXT MEETING: December 11, 2023 at 9:30 AM