

**Board of Trustees Meeting  
Dwight Foster Public Library  
December 11, 2023**

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

**Absent:**

**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 November meeting were approved. (Wallace, LaMuro)

**Approval of Bills:** The payments for all November bills were approved. (Lescohier, La Muro)

**2023 Performance review of Library Director (Kirsten Mortimer): Closed Session**

Motion to move back to an open session (Olver, Mortimer) was approved.

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

November fines to City:	\$180.44
YTD fines to City:	\$1,655.25
November Revenue to City:	\$495.08
YTD Revenue to City:	\$6,943.63
YTD Total Deposits:	\$8,598.88

**Director's Report Highlights:**

- Part-time staffing – Has been a little challenging recently with two staff out on extended leave because of surgeries. Minetta has done an excellent job handling the part-time scheduling and new staff schedules that we need going into 2024.
- Circulation – In November 2023, circulation (16,575 items) was 3% higher than in November 2022 (16,098 items).
- Patron traffic – In November 2023, our foot traffic (7,598) was 11% higher than in November 2022 (6,837).
- 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 over the course of time as a project completed by part time staff at our service desks.

- Discovery Layer (for catalog) –I serve on the technology committee for the Bridges Library System that will start to develop an RFP for vendor’s proposals in the near future. The review of RFPs will begin shortly after the start of 2024.
- Online Library – Finished some web design for our ‘Online Library’ section of our website. This area of the website has been the second most used part of our site. This area is now organized by topics versus a single web page with a lengthy list of information.
- Wisconsin Library Association (WLA) – Eric currently serves as the Secretary of the Executive Board for WLA. WLA is monitoring two bills, [SB598](#) and [SB597](#). These bills would require public and school libraries to develop and implement a policy under which the custodial parent or guardian of a child who is under the age of 16 is notified of each document or material the child checks out from a public library as soon as is practicable, but no later than 24 hours after the checkout. (Click on the bill numbers to access complete information about each bill.) WEMTA and WLA testimony provided all the legislators present with a much clearer picture of the array of options librarians currently offer to keep parents abreast of what their children are borrowing from their school and public libraries, as well as a greater appreciation of the technology and logistical challenges of enabling the mandated 24-hour notification to parents of all juvenile borrowing that the bills proposed. Under Wisconsin Statute 43.30(4) parents of children under 16 may currently request borrowing information for their children through different ILS options at their local public libraries.

**2024 Jefferson County Library Service Contracts (Eric R.):**

- Contract for repayment for Library services to County residents
- Contract for Eric’s role as director of the County Resource Library, in which he provides statistical information to the County and attends Jefferson County Library Council meetings.

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

- Next meeting: Dec. 14th, 2023
  - Approve Library’s annual request for funds.
- Gift basket sale raised around \$900.

**Adjournment:** The meeting was adjourned at 10:15 AM (Lescohier, Podoll)

**NEXT MEETING: January 8, 2024 at 9:30 AM**