

**Board of Trustees Meeting  
Dwight Foster Public Library  
February 12, 2024**

**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:** Bruce Waller

**Call to Order & Introductions:** The meeting was called to order at 9:33 AM by Kirsten Mortimer.

**Bruce Waller of Edward Jones report on Library Trust - (Action: discussion)**

- Trust is performing as expected this year with predictions for a year of growth.

**Approval of Minutes:** The minutes of the January meeting were approved. (LaMuro, Lescohier, Podoll abstains)

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

- Roof repairs not in the summary yet.

**Director's Report of Financials and Services for January 2024:**

January fines to City:	\$82.21
YTD fines to City:	\$82.21
January Revenue to City:	\$622.27
YTD Revenue to City:	\$622.27
YTD Total Deposits:	\$704.48

**Director's Report Highlights:**

- Staff Organization - Eric has begun to review the library's organization and duties of otheur entire staff to develop a future plan for duties, job descriptions, and training for positions.
- Staff Training – Preparing for the half day staff in-service for training and review that will take place on March 15th 2024.
- MasterClass – We have added MasterClass, through Hoopla, as part of the Online Courses suite. “MasterClass is the streaming platform that makes it possible for anyone to watch or listen to hundreds of video lessons taught by 200+ of the world's best.”
- Possible new Library of Things items – we are looking to add an Explore Pass for the Green Bay Packers Hall of Fame, vinyl records, and a Meta Quest VR headset.

- ‘Break Glass’ manual – Eric has started developing a manual for what to do and who to contact when building and technology issues occur.

**DPI Annual Report 2023 – Eric R. (Action: Vote to approve and sign 2023 DPI report)**

- Annual report is a snapshot of hours, collections, and services.
- The DPI Annual Report is approved. (Wallace, Podoll)

**2023 Financial Review of Library – Eric R. (Discussion)**

- Overview of last year’s spending (not audited yet). The Library spent within its budget.

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

- Friends are expanding the Explorers passes since it is a very popular program and provides unique experiences.
- Pi Day sale on March 14th. 2-7pm.
- New artwork by Sally Koehler in the Children’s collection.

**Adjournment:** The meeting was adjourned at 10:09 AM (Olver, LaMuro)

**NEXT MEETING: March 11, 2024 at 9:30 AM**