Dwight Foster Public Library
Library Board Meeting
Monday, August 10 - 9:30am
FCCU Community Room

1. The meeting was called to order by Julie Olver at 9:30am.
2. Roll call
    Present: Rob Abbott, Lori Compas, Sarah Dorfman, Betty Herdendorf, Kyle Jacobon, Julie Olver, Duane Scott, Sara Scullin, Rebecca Houseman, Minetta Lippert
    Absent: Laura Becker, Jena Price, and Peggy Wuenstel (Peggy arrived during the last few minutes of the meeting but was not present for any action items)

3. Approval of Minutes
    a. Review and possible action relating to the minutes of the June 8, 2026, Library Board meeting
    Duane Scott moved to approve, 2nd Sara Scullin, unanimous approval
4. Financial Report
    a. Discussion relating to August 2026 financial report of the library (Lippert)
    No discussion
5. Approval of Bills
    a. Review and possible action relating to the library's bills (Lippert)
    No questions or discussion
    Kyle Jacobson moved to approve, 2nd Sarah Dorfman, unanimous approval

6. Public Input
None

7. Reports
    a. Director's Report
        - Lib closed last Friday for staff training. SWOT analysis to begin strategic planning, fire drill procedures, library services for older patrons, book repair techniques
        - Two part-time positions filled (21 applicants - one new hire, two current staff will expand hours)
        - City performance management study
        - Building modifications related to sorting machine, city’s new facilities manager Mat Thompson
        - Flat roof is leaking, temporary repair - Mat is helping with this
        - Improvements to meeting room for hearing impaired patrons: Proposals for hearing loop and AuraCast. Bridges Library can pay
        - Local authors showcase - 57 attendees
        - Grown-up book fair - more than 700 people visited the library
        - Fall Program Guide

- Partnered with Parks and Rec to acquire pass to Aquatic Center
- Bridges Trustee Appreciation event is scheduled for Sept. 29
- This week is trustee training week

b. Friends of the Library Liaison Report (Olver)

- Sold out of mystery bag books at book fair, brat sale at Jones, book sale generated around $500
- Annual meeting coming up

c. Planning Committee Report (Olver)

- Three-year strategic plan expires at the end of this year
- Current plan was written by staff, want to continue this approach
- SWOT analysis completed at staff training
- “Dashboard” tracks progress and evolves over time

8. Unfinished Business

a. Review and possible action to update Library Board committee assignments for 2026-2027 - Approved in June

9. New Business

a. Review and possible action relating to recommended revisions to the Circulation Policy (Lippert) - change “three items total” to “three items at a time” and add this clarification to the temporary cards as well

- Duane Scott moved to approve with revisions, Kyle Jacobson seconded, unanimous approval

b. Review and possible action relating to recommended revisions to the Code of Conduct (Lippert)

- Sara Scullin moved to approve, Sarah Dorfman 2nd, unanimous approval

c. Review and possible action relating to recommended revisions to the Meeting Room Policy (Lippert)

- Duane Scott moved to approve, Compas 2nd, unanimous approval

d. Review and possible action relating to recommended revisions to the Policy on Patron Privacy and Confidentiality (Lippert)

- In the interest of time, Compas moved to defer discussion, Sarah Dorfman 2nd, unanimous approval

10. Miscellaneous

a. Trustee Training: Discussion relating to Trustee Essentials Chapter 19 "Library Director Certification"

- Minetta holds a Grade 1 license, which requires a Master’s degree and 100 hrs of continuing professional development and she is on track with 79.5 hours so far
- https://vimeo.com/showcase/11330550?video=1000154930

11. Adjourned at 10:30

Moved by Sara Scullin, Kyle Jacobson 2nd, unanimous approval

Respectfully submitted by Lori Compas