

Minutes of the C.A. Friday Memorial Library Board of Trustees
Tuesday, March 27, 2018 4:30 p.m.

Trustees Attending: Granroth, Ard, Hall, Kuney, Van Nevel

Trustees Attending via Phone: Peplau

Trustees Absent: Gjovik

Also Attending: Katie Marsh, Library Director; Jennifer Rickard, Reference & Information Coordinator; Jessi LaPean, Youth Services Coordinator; John Thompson, IFLS Director

Call to order: Granroth called the meeting to order at 4:30 p.m. Quorum was established and the meeting was properly noticed under Wisconsin Open Meeting Law.

Approve Agenda: (Ard/Hall) Motion to approve the agenda; passed unanimously by voice.

Public Comment: (limit 5 Minutes per citizen) None.

Approve Minutes from 02.27.18: (Van Nevel/Ard) Motion to approve minutes; passed unanimously by voice.

Approve Monthly Expenditures: (Hall/Ard) Motion to approve monthly expenditures; passed unanimously by voice.

Financial Report: Financial report for Signator was presented.

Library Trustee Training Presentation: John Thompson, Director of Indianhead Federated Library System, IFLS, presented an overview of Public Library Board Roles & Responsibilities.

Library Building Project Next Steps: Discussion on the feasibility study that was presented in January and our plan to move forward and continue community engagement. Many ideas were mentioned so will schedule a work session in April.

Discussion and Potential Vote on Library Overdue Reminders and Fines: Marsh presented the following report.

With the recent changes in MORE policy about lending rules and local holds priority, it might be prudent to take a look at our library's overdue reminders and fine schedules.

Overdue Reminders

Our library currently sends out three overdue reminders: the first reminder is sent 7 days after an item is due, the second is sent 14 days after the first reminder, and the third and final reminder is sent 14 days after the second reminder. Kathy Setter from MORE recommended that we update

our overdue reminders so that our first reminder is sent 7 days after the item is due, the second is sent 7 days after the first reminder, and the third and final reminder is sent 14 days after the second reminder. I would recommend a vote on updating our reminder schedule to that recommended by MORE.

Action: (Ard/Kuney): Motion to update reminder schedule to that recommended by MORE; passed unanimously by vote.

Fines

Currently, our library charges \$.15 per day for overdue books, audiobooks, magazines, Early Literacy Backpacks, Music CDs, and Traveling Tales. We charge \$1 per day for DVDs, video games, WiFi hotspots, and launchpads. We are the only library in MORE that charges \$.15 per day for books. Most libraries charge \$.10 per day. Additionally, many libraries have reduced their overdue fines for DVDs from \$1 to \$.50. This reduction is meant to reflect the fact that DVDs have become considerably less expensive in recent years. Finally, more and more nearby libraries, such as Hudson, Baldwin, Deer Park, and Hammond, have opted to go entirely fines free.

While going fines free may not be an option for us in our current situation, it may make us remarkably more attractive to patrons if we reduced the cost of our overdue fines. With the new lending rules, patrons may choose to have their holds sent to libraries with less expensive overdue fines, thereby reducing both our foot traffic and our circulation statistics.

I have discussed these issues with the staff, and I recommend a vote to reduce our overdue fines as follow:

Books, Audiobooks, Magazines, Early Literacy Backpacks, Traveling Tales, and Music CDs: I recommend a reduction from \$.15/day to \$.10/day

DVDs and Video Games: I recommend a reduction from \$1/day to \$.50/day

Action: Motion by Hall to reduce fines to \$.10/day and \$.50/day as laid out by Marsh. Second by Van Nevel. Discussion; passed unanimously by vote.

March 2018

MORE

- Kathy Setter from MORE visited the library on March 15th to meet with Jennifer and Katie. They went over the library's loan rules for various types of materials that we circulate. She will use this information to implement the changeover from Owning library rules to Lending library rules for MORE libraries. Kathy implemented these changes on March 18. We expect to be working out the kinks in the coming weeks.

Personnel

- Katie joined the staff on March 6th. She has been meeting with various stakeholders and is grateful to all of those who have helped her get her feet under her so far.
- Paula Brandt has announced her resignation from her position as Circulation Assistant. Her last day was Saturday, March 24th. Paula has been with us for nearly 4 years, and we will miss her friendly presence at the library. We wish her the very best of luck in the future. Diane Kern has been offered and has accepted the 25 hour/week Circulation Assistant vacancy. Diane's 20 hour/week Circulation Assistant position will be posted as soon as the Approval Form is signed.
- Melanie returned from FMLA leave on Monday, March 12th. Everyone has been glad to have her back.

Classes/Events

- Escape Rooms continued to be a popular draw to our teenage patrons this month. All teens who participated were able to solve all of the puzzles Jessi laid out for them.
- Paula successfully stepped in and ran Babygarten on March 12th.
- Spring Break on March 12-17 brought many children and teenagers into the library. In Jessi's absence, the Info Team stepped in and planned a number of fun programs and surprises, including a showing of the film "Ferdinand," which brought in 70 people!
- Jessi offered an Advanced Lego program to the 10yr+ homeschool group, using apps on iPads that allowed them to build programmable robots.
- We rounded out Spring Break with a visit from Daikon Cosplay, who presented their program "Characters Welcome," which invited participants to attend dressed as their favorite characters.
- The Mystery Book Club had a lively discussion about the book Speaking in Bones, by Kathy Reichs, and the Books & Brews club met at Table 65 to discuss The Identicals, by Elin Hilderbrand.
- On March 21st, Jennifer acted as the library's tech tutor, offering technology information and instruction to patrons on a walk-in basis.

Outreach

- The branded library shirts that Britta ordered have arrived and have been distributed.
- The Info Team continues to make regular visits to Grace Place in order to pick up items that have been returned there. For the most part, we have seen a slow but steady increase in popularity over the course of the month.
- Jessi attended the St. Croix County Early Childhood Inter-agency Council Musical Event, to distribute books and promote upcoming library events. Musician and event headliner Tom Pease also stopped by the library's booth and sang a song written for Read Across America day.
- Jennifer attended the Connections Business Builders group meeting to promote the library's upcoming Alzheimer's Forum and to network with local business leaders.

- In anticipation of Spring Break, Jessi visited 2 classes on March 6th and 7 classes on March 7th.

Funding

- The Friends of the Library met on March 14th, and generously voted to fund all of the library programs and materials the staff requested.
- Jennifer met with Lisa Woletz from the First National Community Bank to discuss the bank's sponsorship of several library programs and initiatives.

Statistics

- Jennifer installed new software on our Microfilm computer to track usage and also to help maintain control of the settings on that computer.

Building/Facilities

- Owing to a downed power line, the library lost power at around 10:45 a.m. on Saturday, March 10th. After waiting an hour to see if power resumed, Katie made the call to close the library to ensure the safety of staff and patrons. Normal library hours resumed the following Monday.

Set date for next meeting: Regular meeting – April 24, 2018 at 4:30 pm, Work session for Building Project, next steps – April 17, 2018 at 4:30 pm

Communications: Marsh mentioned that she will be making adjustments to the way the Board packets are put together. She welcomes feedback. Marsh also plans to begin the process of examining the library's policies to ensure they are current, accurate, and complete. She will bring suggested revisions to the attention of the Board as they arise.

Adjourn: (Ard/Hall) moved to adjourn 6:20 p.m.; passed unanimously by voice.