

Minutes of the C.A. Friday Memorial Library Board of Trustees
Tuesday, April 24th, 2018 4:30 p.m.

Trustees Attending: Granroth, Ard, Kuney, Van Nevel

Trustees Attending via Phone: Hall, Peplau

Trustees Absent: Gjovik

Also Attending: Katie Marsh, Library Director

Call to order: Granroth called the meeting to order at 4:31 p.m. Quorum was established and the meeting was properly noticed under Wisconsin Open Meeting Law.

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

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

Approve Minutes from 03.27.18: (Ard/Kuney) Motion to approve minutes; passed unanimously by voice.

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

Financial Report: Financial report for Signator was presented.

Discussion and Potential Vote on revisions to the Collection Development Policy: (Ard/Kuney) Marsh went through policy explaining changes that were made. Hall noted that the gift policy was clear. Hall asked whether a Reconsideration Form could be added as an appendix. Marsh indicated where the Form could be found in the Policy. Motion to approve revisions to the Collection Development Policy; passed unanimously by voice.

Discussion and Potential Vote on revisions to the Circulation Policy: (Ard/Van Nevel) Ard noted that the language needed to be changed to indicate that the library will create cards for out-of-state patrons. The sentence in question was changed to "The Carleton A. Friday Memorial Library issues a library card without charge to anyone using the library." Motion to approve revisions to the Circulation Policy with amendment; passed unanimously by voice.

Discussion and Potential Vote on revisions to the Damaged or Lost Materials Policy: No vote was taken, as the absorption of this policy into the Circulation Policy above was voted on and passed in the previous motion.

Discussion and Potential Vote on revisions to the Displays/Exhibits/Petitioning Policies: (Ard/Van Nevel) Ard suggested that the following sentence be struck from the policy: "Postings which

advocate a position on a public issue.” Ard suggested that the next sentence be changed to, “Postings which publicize ongoing programs or series of programs, except those that are library or city related.” Motion to approve revisions to the Displays/Exhibits/Petitioning Policies with amendments; passed unanimously by voice.

Discussion and Potential Vote on revisions to the Public Relations Policy: (Ard/Kuney) There was discussion about the need for a Public Relations Policy that indicates that the library follows the same policy as the city, and that a spokesperson will be selected who will be at events. Ard suggested that Marsh check in with Mike Darrow to determine what language from the city’s Public Relations Policy the library can adopt. Motion to eliminate current Public Relations Policy and at a future meeting develop a new Public Relations Action Plan; passed unanimously by voice.

Director’s Report: Marsh presented the following report:

Director’s Report

April 2018

MORE

- MORE made the switch from owning library to lending library rules on Thursday, April 12th. The old method (owning library rules) was that the library that owned the item decided the loan periods and fine rates for that item, regardless of where it was checked out. The new method (lending library rules) states that the library where an item is checked out determines the loan period and fine rates, regardless of what library owns the item. Owning library rules will apply to anything checked out on or before April 11th, and lending library rules will apply to anything checked out on or after April 12th. Patrons do not need to do anything differently.
- May 7th is the tentative date set for the system wide switch to local priority for holds.

Personnel

- We are still in the process of filling the Circulation Assistant vacancy. We extended the application period, owing to lack of a sufficient number of applications, and are now sorting through 35 applicants! We interviewed three candidates today, will be interviewing a fourth candidate on Thursday, and hope to make an offer by Friday.

Classes/Events

- Without a doubt, the busiest week for the month of April was National Library Week. 3,068 patrons visited us during the week to spin the Prize Wheel, enter a raffle, enjoy goodies, attend Friday’s money-themed storytime featuring a visit from Hoot from First National Bank, or to breathe new life into old books and magazines during the Altered Bookshop program. The staff worked their hearts out to make patrons feel wanted and welcome, and it really showed.

- Britta met with 5 patrons at Table 65 on April 12th to facilitate a discussion of “Hillbilly Elegy,” by J.D. Vance. The group had a good discussion about poverty in America.

Outreach

- Two communities have reached out to Jessi for information on the StoryWalk. It appears that it has drawn the eye of nearby communities, and Jessi shared information on how we do what we do.
- Mayor Fred approved of the student-drawn caricature that will be used to promote the Mayor Fred Reading Challenge during the Summer Reading Program.
- Katie has joined the Rotary in order to promote the library out in the community. She expects to be inducted soon.
- Jessi has been invited to join the Kiwanis. The cost for a yearly membership is \$360. We feel that this would be an excellent opportunity to make connections in the community, and well worth the cost.



Funding

- Jessi has been doing a great deal of outreach in the community to request funding, donations, and support for the Summer Reading Program. She has put a lot of time and effort into building these connections, and it looks like her work is paying off.
- We made the switch from our old fine rules to our reduced overdue fines on the first day of National Library Week. We have been promoting this change through our Facebook page, website, and word-of-mouth with patrons.

Building/Facilities

- Badgernet is going to be installing new fiber for our Internet connection here in the library. They expect the work to be completed by June 8th.

Set date for next meeting: May 29th, 2018, at 4:30 p.m.

Communications: Ard suggested that someone from the library should be attending the Chamber coffees. Marsh explained that Jennifer has been attending these.

Ard met with Mike Darrow. Mike said that Marsh should spend her first few months on the job focusing on getting to know the staff, and creating a bond with them. Ard said that the library has a great staff, and that there needs to be time allowed for Katie to gel with the staff and ensure that the system is running perfectly. The Board affirmed that they support this decision.

Van Nevel asked if the Board has ever done anything to recognize the efforts of the staff, such as buying coffee and doughnuts for them. Ard noted that there is not the money in the operating budget for such expenses. Marsh added that public funds cannot be spent on feeding the library staff, and that any such gifts would have to be paid for out of pocket, or by the Friends of the Library.

Hall asked for a summary of how the work session on April 17th went. The Board proved a summary. Marsh added that the minutes from this meeting will be available in May.

Van Nevel asked if there will be a library tour anytime soon. Marsh will put a tour on the May agenda.

Adjourn: (Ard/Van Nevel) moved to adjourn 5:32 p.m.; passed unanimously by voice.