

**Minutes of the C.A. Friday Memorial Library Board of Trustees**  
**Tuesday, May 29, 2018 4:30 pm**

**Trustees Attending:** Granroth, Ard, Gjovik, Hall, Kuney, Peplau, Van Nevel

**Trustees Absent:** None

**Also Attending:** Katie Marsh, Library Director

**Call to order:** Granroth called the meeting to order at 4:30 pm. 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 4.17.18:** (Hall/Ard) Motion to approve minutes; passed unanimously by voice.

**Approve Minutes from 4.24.18:** (Ard/Hall) Motion to approve minutes; passed unanimously by voice.

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

**Financial Report:** Financial reports for Signator and New Richmond Area Foundation were presented.

**Public Relations Action Plan:** (Ard/Peplau) Motion to adopt the City of New Richmond Public Relations and Media Inquiries Policy; passed unanimously by voice.

**Library Board Responsibilities:** Granroth spoke about Library Board responsibilities from the Trustee Essentials Manual and Wisconsin State Statute Chapter 43.

**90-Day Work Plan:** Marsh presented her 90-Day work plan to the board.

**Director's Report:** Marsh presented the following report:

**May 2018**

**MORE**

- MORE made the switch to Local Priority for Holds on Wednesday, May 9<sup>th</sup>. So far, staff have been reporting that a number of patrons are unhappy that they are no longer able

to see their place in line for materials. A couple of staff members suggested that patrons should be able to see their place in line for materials that do not fill holds, such as WiFi hotspots and kits. I brought this idea to Lori at MORE, and she took note of this suggestion. She is compiling a list of suggestions to share with IUG for improvements to Sierra software. In the meantime, I am working to create talking points that staff can use to inform and educate our patrons about this change.

### **Personnel**

- I am excited to announce that Bernardine (Bernie) Duerkop has accepted our job offer and began working as our new Circulation Assistant on Monday, May 7<sup>th</sup>. Maureen has been working closely with Bernie on her training.
- On a less happy note, Caitlyn Kizer turned in her resignation as Shelver. Her last day will be Saturday, June 9<sup>th</sup>. This position has been posted and we are already receiving applications. We are very sorry to see Caitlyn go. She is a hard worker who always has a smile on her face.

### **Classes/Events**

- Registration for the library's Summer Reading Program opened up on Monday, May 14<sup>th</sup>. Patrons can sign up online.
- We will be holding a Summer Reading Program Registration Kickoff Event on Monday, June 4<sup>th</sup>, from 3:30-6:30. There will be a DJ, snacks, and other fun activities, in addition to stations where patrons can register for the Summer Reading Program and pick up their materials. We are currently looking for about 14 volunteers to help out with this event. If any members of the Library Board would be willing to volunteer, please let me know as soon as you can!
- Nora, Britta, Jennifer, and Katie met at the end of April to discuss the library book club Books & Brews. This club has been experiencing very low attendance, and Katie suggested that it might be a good idea to take a hiatus from the book club to allow ourselves some time to restructure the book club into one that may be more of a draw to a wider variety of patrons. Books & Brews will be facilitated by library staff through July, although the current members indicated that they may choose to continue to meet on their own. We have offered to help with ordering books, as we do with the Mystery Book Club.

### **Outreach**

- The Youth Services and the Information Services Departments have been going out into the community to promote the Summer Reading Program. Youth Services have been visiting classrooms, and Information Services visited the Centre's Senior Program to talk up the Summer Reading Program.

### **Continuing Education**

- Katie visited Eau Claire on May 11<sup>th</sup> to attend a class called “Local Government 101.” This class discussed topics on budgeting, local government meetings, and public works activities.
- Katie was in Madison May 14<sup>th</sup>-16<sup>th</sup> attending two classes at UW Madison called “Budgeting for Public Managers” and “Managing Organizational Change.” She is still catching up from being away, so thank you for your patience!
- Jennifer and Katie attended “Supervisor Survivability in Employment Law,” a class offered through SHRM at WITC on May 23<sup>rd</sup>. This class was very informative and they plan to share what they learned with Jessi and Maureen.

### **Building/Facilities**

- Library staff hit the ground running on Monday in light of multiple technical difficulties. For much of the morning and early afternoon the library was without an Internet connection, owing to a system wide issue with Badgernet. Staff didn’t even bat an eye before they all jumped in to help in any way they could. No sooner did the Internet return than all of the patron computers went down owing to a problem with Pharos, our PC Reservation software. The staff kept their heads and cheerfully and calmly helped patrons through these challenges until full functionality was restored. Special thanks to each and every member of the staff for demonstrating grace under pressure and keeping a smile on your faces!

**Set date for next regular meeting:** Tuesday, June 26, 2018 4:30 pm

**Communications:** None.

**Library Tour:** Tabled until a later meeting.

**Adjourn:** (Ard/Hall) moved to adjourn 5:25 pm; passed by voice.