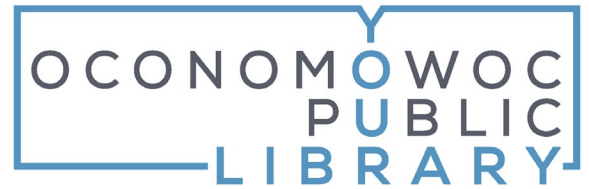


# OCONOMOWOC PUBLIC LIBRARY

## BOARD OF TRUSTEES



### REGULAR MEETING MINUTES

JUNE 8, 2023

#### MEMBERS PRESENT

Jennifer Aultman Kloth, Kristin Nelson, Kerry Hansen, Sandee Lammers, Erik Ludwig, Barbara Elwood-Goetsch, Ben Nankee, Kate Kennedy, Diane Knutson

#### MEMBERS ABSENT

Jenny Hooper

#### STAFF PRESENT

Jennie Fidler, Shannon Bartholomew

### REGULAR ORDER OF BUSINESS

#### A. CALL TO ORDER-ASCERTAIN POSTING OF AGENDA-MEMBERS PRESENT

Kristin Nelson called the meeting to order at 6:02 PM. Agenda was properly posted.

#### B. MINUTES OF PREVIOUS MEETING

Erik Ludwig moved to approve the minutes of the May 11, 2023 Regular Board Meeting and May 4, 2023, May 23, 2023, and May 30, 2023 Special Board Meetings. Ben Nankee seconded and motion carried, 8-0-0.

#### C. COMMENTS FROM AUDIENCE

A patron expressed their expectations that all policy be enforced equally.

#### D. FINANCE AND STATISTIC REPORTS

The May 2023 Financial Report was reviewed.

The May 2023 Statistical Report was reviewed.

## **E. PRESENT VOUCHERS FOR PAYMENT**

Jennifer Aultman Kloth moved to approve the May 2023 vouchers totaling \$23,228.05. Sandee Lammers seconded and motion carried, 8-0-0.

## **F. COMMUNICATIONS & ANNOUNCEMENTS**

The newsletter and recent articles were provided at the board meeting.

## **REPORTS**

### **A. COMMITTEE REPORTS (ONLY BOLD COMMITTEES WILL PRESENT)**

Planning Committee – D. Knutson, K. Kjensrud, B. Nankee, K. Hansen

Last Meeting – December 5, 2022; Next Meeting – to be scheduled

Nominating Committee – D. Knutson, K. Hansen

Last Meeting – April 26, 2023; Next Meeting – to be scheduled

Finance Committee – D. Knutson, B. Nankee, J. Aultman Kloth, S. Lammers, E. Ludwig, K. Kennedy

Last Meeting – June 28, 2023; Next Meeting – to be scheduled

Operations Committee – D. Knutson

Last Meeting - September 8, 2022; Next Meeting – to be scheduled

### **B. BOARD PRESIDENT REMARKS**

No Board Remarks

### **C. BOARD MEMBER REMARKS**

Jennifer Aultman Kloth recommended moving the board president/member remarks to the end of the meeting.

### **D. DIRECTOR'S REPORT**

**Budget/Finance**

The Library's capital request, approved in May by the board, has been submitted.

Jennie Fidler and Shannon Bartholomew are putting together a proposed operating budget, which is due to the Finance Department on June 16.

### **Building/Facilities**

The mudjacking project for the sidewalks is still being scheduled and should take place by mid-June.

### **Communications**

The second grade classes from Park Lawn walked to the Library to deliver posters to say thank you to library staff for their service as part of a community project. Copies of the posters will be available in your communications packet at the meeting.

### **Continued System Involvement**

The rollout of the new version of the Bridges CAFÉ app has been delayed due to technical glitches. All Bridges Library System libraries will be offline on June 6 for the current servers to migrate to a different datacenter. The process will begin June 5 after the libraries close to minimize inconvenience for patrons. OPL staff have plans in place to provide the best service to the public during this time and are currently promoting the upcoming date.

Bridges Library System has launched a three-month Library Passport Program to encourage library patrons and community members to visit multiple member libraries. The program will raise awareness of our libraries as destinations, along with highlighting all the activities and services public libraries are offering. The program runs June 1-August 31. Community members can pick up a passport at any library, visit as many public libraries in the system as possible, and get their passports stamped to have their name entered into a drawing for prize baskets.

### **Friends of OPL**

Friends and staff met in May to brainstorm future fundraising ideas and are currently researching more information.

### **Fundraising**

The Book Binders Ball and associated activities netted \$26,864.04 for the Vision Fund.

### **Operations**

Due to high demand for the Library's study rooms in the summer, users must sign in at the Reference Desk so staff can enforce a two-hour usage to accommodate as many interested users as possible.

### **Personnel/Continuing Education**

Grace James is back for a second summer as the Summer Assistant. We are grateful to have her.

Veronica Church has been hired to fill the part-time Reference Library position and will begin training soon.

Two candidates for the part-time Circulation Clerk positions are being finalized.

### **Planning**

Two council aldermen recommended the Library postpones moving forward with the space needs analysis until the new director has time to get to know the Library and the community. One recommendation was to wait six to eight months; the other to wait about one year.

### **Programming**

The Library is starting its annual Summer Library Program. Registration for programs opened on June 1 and is filling up quickly. The reading challenge and associated activities start June 5. More than 40 teens will volunteer in the Summer Reading Room (registering readers and logging readers' milestones), at events, and as Griffin Buddies (reading partners to the 21 enrolled emerging readers).

## **NEW BUSINESS**

### **A. CONSIDER/ACT ON ELECTING LIBRARY BOARD OFFICERS FOR 2023-2024: PRESIDENT, VICE PRESIDENT, AND SECRETARY**

Per the board's bylaws, newly elected officers will assume their duties at the conclusion of the June board meeting.

Kerry Hansen moved to approve electing Library Board officers for 2023-2024: President: Ben Nankee, Vice President: Diane Knutson, and Secretary: Kerry Hansen. Erik Ludwig seconded and motion carried, 8-0-0.

### **B. CONSIDER/ACT ON CERTIFYING THE LIBRARY'S COMPLIANCE WITH MINIMUM TO EXEMPT STANDARDS**

The process to exempt City residents from the county library tax each year includes two distinct actions. The municipality is required to certify the library tax rate. This action takes place in the fall, after the state releases its official Equalized Assessed Values in mid-August. The library board must also certify the library's compliance with various standards. The standards letter and compliance form for the board's review and approval is included in your packet.

Ben Nankee moved to approve Certifying the Library's Compliance with Minimum to Exempt Standards. Kerry Hansen seconded and motion carried, 8-0-0.

**C. CONSIDER/ACT ON UPDATING BOARD OF TRUSTEES BYLAWS REGARDING PUBLIC COMMENTS:**

**FIRST READING**

The proposed update is included in your packet under Article IV, Section 6. Additions are based on the consensus of the trustees' discussion at the regular board meeting on February 9, 2023 and common practices at neighboring libraries with similar policies.

Jennifer Aultman Kloth moved to approve, with discussed changes, updating Board of Trustees Bylaws regarding public comments: First reading. Erik Ludwig seconded and motion carried, 8-0-0.

**D. DISCUSS ADDING AN OAK BOX TO THE LIBRARY FOR PUBLIC ACCESS**

OAK (Overdose Aid Kit) boxes contain Naloxone nasal spray (known as NARCAN), a breathing mask, gloves, drug administration instructions, fentanyl testing strips, and information about resources for treatment and recovery support. Waukesha County is partnering with local businesses, organizations, and municipalities to address the fentanyl crisis by making the boxes available for partners who are willing to host them. More information from the County is in your packet.

Police Chief Pfister has provided a box for the Board to preview at the meeting, suggested the vestibule as a good location for the box in the Library, and said an officer would check the supply stock. At this point in time, 11 locations in the City area (including businesses and parks) plan to or already have an OAK box.

Some neighboring libraries have added (or plan to add) an OAK box in lobby areas or bathrooms.

**ADJOURN**

Jennifer Aultman Kloth moved to adjourn the meeting at 7:06 PM. Kerry Hansen seconded and the motion carried, 8-0-0.

Shannon Bartholomew, Administrative Assistant