

Oscar Grady Library Board Meeting Minutes

February 14, 2023

Members & Guests Present

Present: Kris Becker, Joe Caban, Peter Janus, Emily Laws, Sonia Lear, Holly Skelton (ZOOM), Marcella Wilde.

Absent: Heidi Rettler, Mary Jo Hansen

1) Call to Order

President S. Lear called the meeting of the Oscar Grady Library Board to order at 6:02P in person and via ZOOM.

2) Statement of Public Notice

The Statement of Public Notice was properly posted.

3) Citizen Comments

None.

4) Approval of Minutes from Prior Meetings

The December 13, 2022, meeting minutes were approved as submitted.

5) Financial Reports

The November 2022, December 2022, and January 2023 CSRF bills and General Fund Financial Reports were presented and reviewed with the Board by E. Laws. The Miscellaneous expenses were added back into the report as stated during the October 2022 meeting.

The Board agreed that, moving forward, E. Laws may use her professional discretion to make adjustments to budget categories without going over the total budget, so long as the Board is informed.

DVD rentals were discussed as becoming obsolete due to streaming services, and possible options moving forward.

A motion was made, seconded, and passed to accept the November 2022, December 2022, and January 2023 CSRF bills and General Fund Financial Reports as submitted.

6) 2022 Annual Report

E. Laws presented the draft 2022 Annual Report to the Board.

The number of circulation transactions went up by approximately 5,500 in mostly children's material. The partition has received very positive feedback. There is an increase of registered users, but inactive users are not deleted. Overdrive collection / electronic resources are used consistently. Supplemental services could be purchased but users seem unwilling to learn new platforms, and it doesn't benefit us directly. We did not do any virtual programs; in person programs were directed toward children and had good attendance. A continuing education grant was received.

A question was raised about "Section VIII – Other Funds Held by the Library Board" and if the accounts titled Library Investment Fund and Library Tech Reserve Fund should be included in this line. E. Laws will receive clarification from DPI.

There have been changes with staffing in tech support / IT. E. Laws will keep the Board informed regarding the efficacy of the system to determine action steps moving forward.

A motion was made, seconded, and passed to accept the 2022 Annual Report as submitted or as amended based on DPI clarification on Section VIII accounts.

7) Strategic Planning Survey

E. Laws presented the Strategic Planning survey to the Board. H. Skelton is the Board representative in this process.

J. Gallo and H. Skelton worked with E. Laws to develop a survey. It will be printed for those who prefer paper copies. A digital version will be posted on the library website. E. Laws will actively engage community members to complete the survey by visiting various organizations throughout the village and Port Washington-Saukville School District.

The goal is to receive 350 respondents to procure accurate data. The survey will be available as soon as possible.

A motion was made, seconded, and passed to accept the Strategic Planning survey as submitted.

8) Director's Report

E. Laws presented the Director's Report to the Board.

There have been new hires for two positions. Additionally, there is a new Friends of the Library President, who is already working to plan the spring book sale. They will also be representing the library at the YMCA Spring Event.

The Riveredge Nature Programs, held on Thursdays at 4:00, have been highly successful with an average of 30 attendees.

The people counter has been installed, and data has been collected since February 6, 2023. E. Laws is able to monitor through an app on her cell phone and will continue to report aggregated data.

The new furnace was installed for a total cost of \$4,967 out of the library investment fund. The other furnaces will be replaced on an as-needed basis. The building vacuum cleaner needs to be replaced, as well as the DYMO Label Maker. E. Laws will confirm with D. Wagner about the appropriate fund to use to replace these items. The Board has approved replacement of these necessary items.

An updated technology purchase plan has been provided, with costs finalized, to be paid out of the Technology Reserve Fund. Moving forward, the intent is to replace technology on a rolling basis.

In February/March, the Library will be partnering with the Port Washington-Saukville School District for an art showcase.

Monarch is replacing the network firewall and changing the web server to a new vendor.

In January and February alone, there have been 187 packages picked up from the lockers.

E. Laws has registered for a grant-writing course through UW-Milwaukee, as per her employment agreement.

9) Communications

None.

10) Other Matters

None.

11) Adjournment

A motion was made, seconded, and passed to adjourn the meeting at 7:11P. The next meeting date will be Tuesday, March 14, 2023. The meeting will be at 6P in-person at the library and via ZOOM.

Minutes respectfully submitted by: Holly Skelton / Heidi Rettler