

Oscar Grady Library Board Meeting Minutes

March 14, 2023

Members & Guests Present

Present: Kris Becker, Joe Caban, Mary Jo Hansen, Peter Janus (ZOOM), Emily Laws, Sonia Lear, Heidi Rettler, Marcella Wilde.

Absent: Holly Skelton.

1) Call to Order

Vice-president J. Caban called the meeting of the Oscar Grady Library Board to order at 6:03P 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 February 14, 2023, meeting minutes were approved as amended.

5) Financial Reports

The February 2023 CSRF bills and General Fund Financial Reports were presented and reviewed with the Board by E. Laws.

The CSRF Fund 230 has some discrepancies that E. Laws is looking into. The General Fund Contribution error has been corrected; the \$4,967 under Capital Improvements will come from the Library Reserve Fund. The Balance Sheet Detail also needs to be corrected. The Board will follow up on these items next month.

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

6) Patio Project

E. Laws presented the Board with the items that have been purchased for the patio – 2 solar benches, 1 charging pole, 1 picnic table, and 1 fireplace. The concrete patio will be poured by DPW in late April/early May. The benches were supposed to go on either side of the fireplace; however, that isn't the best placement due to the location of the sun. E. Laws will present the updated furniture layout at the April meeting.

7) Johnson Controls Service Alarm Panel

E. Laws stated that the security layers are key entry, sensors, and a code to activate/deactivate the alarm panel. These codes have historically been recycled instead of a new code being generated. This isn't ideal security. E. Laws talked to Johnson Controls – the library has a PIN to reset the alarm codes. This PIN is not on hand; it will cost \$800 for a service technician to reset the PIN or a maintenance plan can be purchased to take care of these issues. E. Laws is continuing discussions with Johnson Controls to determine a better solution.

8) Library Branding (Logo & Website)

E. Laws introduced community guest, Kay Goodwin. Ron Sontag PR will work with the library to update the branding for free. K. Goodwin is a Friends member and has offered to update the Friends of the Library branding. She contacted the PR company and found several tree-themed logos from other libraries to use as a starting point. K. Goodwin will coordinate with E. Laws and the Friends board.

A motion was made, seconded, and passed to allow K. Goodwin to work with Ron Sontag PR to develop updated branding for the library and Friends group.

9) Director's Report

E. Laws presented the Director's Report to the Board. 314 of the 350 survey responses have been received. Requests have gone out to the PWSSD, Saukville Elementary parent newsletter, Village e-newsletter, library webpage, Facebook, Saukville patrons with emails, and Saukville Chamber e-newsletter. The survey is available online & in print. In the future, the mailing could be coordinated with another Village mailing to save costs.

J. Gallo, H. Skelton, and E. Laws will be meeting to set up a community roundtable. Colin Burke has left the Monarch IT department; he was processing our computer purchase. Another member of the Monarch IT staff is following up on the order completion. A new IT staff member has been hired by Monarch and will start next week.

The firewall update kicked the people counter out of the network. Monarch IT will assist with getting the people counter back up and running in the network.

The Monarch System would like to RFID tag items in the entire system. RFID speeds up the check-in and check-out process. RFID is also a gate control system. If our gate needs to be replaced in the future, an RFID gate could be purchased and integrated. The RFID tags would also benefit other libraries in the system currently using RFID technology. Monarch System is offering RFID tags to the library to tag the entire collection for no charge. The cost to the library for the RFID pads and software would be \$858. New RFID tags would also need to be purchased going forward. The Board presented questions to E. Laws to add to her discussion list with Monarch. She will provide an update at the next Board meeting.

E. Laws submitted a grant request for solar eclipse glasses for the two upcoming solar eclipses in Fall 2023 and Spring 2024. County reimbursement paperwork is also being worked on. The Friends Book Sale will be May 2-6, 2023. Please contact the Circulation Desk to volunteer to help.

10) Communications

S. Lear asked about the Meeting Minutes when members miss meetings. Copies of the approved minutes are available from Secretary H. Rettler, President S. Lear, Director E. Laws, and Village Clerk J. Friede. The Village Board representative will be added to the initial minutes distribution so that they will have the information for the Village Board Meetings.

11) Other Matters

E. Laws stated that Elizabeth Wroblewski, new Adult/Teen Services Manager, will be coming to an upcoming Board meeting to introduce herself to the Board.

12) Adjournment

A motion was made, seconded, and passed to adjourn the meeting at 7:07P. The next meeting date will be Tuesday, April 11, 2023. The meeting will be in-person at the library and via ZOOM.

Minutes respectfully submitted by: Heidi Rettler