

Oscar Grady Library Board Meeting Minutes

April 11, 2023

Members & Guests Present

Present: Kris Becker, Mary Jo Hansen, Peter Janus, Emily Laws, Sonia Lear, Heidi Rettler, Holly Skelton (ZOOM/phone), Marcella Wilde.

Absent: J. Caban.

Guests: Jill Becker.

1) Call to Order

President S. Lear called the meeting of the Oscar Grady Library Board to order at 6:10P in person and via phone. The ZOOM connection was unstable.

2) Statement of Public Notice

The Statement of Public Notice was properly posted.

3) Citizen Comments

Jill Becker attended the meeting to present the garden and patio project layout.

4) Approval of Minutes from Prior Meetings

The March 14, 2023, meeting minutes were approved as amended.

5) Financial Reports

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

The Village Treasurer position is open again. There will be some financial reporting issues in the meantime. The CSRF Donations account has a negative balance; this is being corrected. There is a discrepancy in the Capital Repairs account; this will also be corrected. The Custodial Salaries account discrepancy will also be corrected. The Board will follow up on these items next month.

No motion will be made on the March 2023 Financials due to the pending corrections. The March 2023 Financials will be approved at a later meeting.

6) Patio Project

S. Lear welcomed guest Jill Becker, the volunteer who maintains the library gardens.

E. Laws & J. Becker presented the Board with the updated patio space layout. The Board then went outside to the space to view the area in greater detail.

A motion was made, seconded, and passed to accept the patio space layout as presented.

7) Library Logo

E. Laws presented the Board with the proposed updated library logo designed by Kay Goodman, Ron Sontag PR.

The Board discussed adjusting the text to be evenly justified so the image does not appear triangular. The Board agreed that E. Laws can discuss this with the designer and make the appropriate changes.

A motion was made, seconded, and passed to accept the new library logo as presented, with the text adjustments.

8) Strategic Planning Roundtable

E. Laws stated that the survey received the needed 350 responses. The Community Roundtable will be held on Monday, April 24th at 6P. There will be a ZOOM option. The session will begin with the survey results, highlighting the annual report and survey responses. The questions at the roundtable will center around how the community would like the funding spent on services.

A motion was made, seconded, and passed to hold the Community Roundtable as presented.

9) RFID Grant Project

E. Laws found additional information on RFID tagging. 15 of 32 system libraries are tagging. If our materials are sent to one of those libraries, the receiving library will RFID tag those items.

The collection is 55,282 items; the cost to purchase tags and dispenser would be covered by the grant. The library would need to spend \$858 for the 2 RFID pads and software to scan the tags. The average annual cost for the library will be \$800 per year. E. Laws would prefer to have our staff tag our items for consistent tag placement.

E. Laws proposed that the Library Investment Fund provide the \$858 additional start-up cost. The annual cost of \$800 would need to be added to the budget in the Supplies Fund. E. Laws will present the implementation plan at May's meeting.

A motion was made, seconded, and passed to approve the RFID Tagging Grant.

10) Johnson Controls Service Alarm Panel

E. Laws discussed the situation with Johnson Controls. E. Laws stated that the alarm system cannot be set remotely. An \$800 service call needs to take place to reset the code and make sure that the code is provided to the Library Director and Village Administrator. This cost would come from the Library Investment Fund.

A motion was made, seconded, and passed to schedule a Johnson Controls service call to reset the alarm code.

11) Director's Report

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

The staff is working hard on Summer Reading programming. There is not a budget for programming. E. Laws applied for a grant from Wal-Mart for Summer Reading programming. She is waiting to hear back on the amount granted. Last year, \$1,000 was received.

Summer Reading launch is Tuesday, June 13th. The theme is All Together Now, with a focus on kindness, friendship, and unity. There will be a reptile program, butterfly program, comedy jugglers, and July 8th will be the patio grand opening day. All the programs will be on the Events calendar on the website.

E. Laws submitted all county reimbursement paperwork – we will receive \$103,788 in funds this year. Ozaukee, Washington, and Sheboygan counties provide most of this funding. The library received the solar eclipse glasses grant for the two upcoming solar eclipses in Fall 2023 and Spring 2024.

The collection is being weeded and these items will be added to the Friends Book Sale. The weeding will allow continued collection development. The Friends Book Sale will be May 2-6, 2023. Please contact the Circulation Desk to volunteer to help.

Issue, a publication created by the library, is being discontinued. Constant Contact will be used going forward. There will be a slight savings by implementing this change.

The ALA conference is in Chicago this summer. E. Laws is going to the exhibits only.

12) Communications

None.

13) Other Matters

S. Lear thanked P. Janus, the Village Board representative, for his service. He is leaving the Village and Library Boards. The new representative will attend the May 2023 meeting.

14) Adjournment

A motion was made, seconded, and passed to adjourn the meeting at 7:55P. The next meeting date will be Tuesday, May 09, 2023. The meeting will be in-person at the library and via ZOOM.

Minutes respectfully submitted by: Heidi Rettler