

# Oscar Grady Library Board Meeting Minutes

May 10, 2022

## **Members & Guests Present**

Present: Kris Becker, Joe Caban, Jen Gerber, Mary Jo Hansen, Peter Janus, Sonia Lear, Martin Morante, Heidi Rettler.

Absent: Holly Skelton, Marcella Wilde.

### **1) Call to Order**

Sonia Lear called the meeting of the Oscar Grady Library Board to order at 6:00P 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 March 08, 2022, meeting minutes were approved as amended.

No meeting was held in April 2022; there are no minutes to approve.

### **5) Financial Report**

The Village is working on filling the vacant Treasurer position. Since there is not a Treasurer in place, the financial reports are not available. In the interim, J. Gerber is working with Dawn Wagner to get the library bills paid in a timely manner.

The February, March & April 2022 CSRF bills and General Fund Financial Reports were not available for the meeting; they will be reviewed at a future meeting.

### **6) Passport Services**

J. Gerber has spent several months researching the passport acceptance facility program and contacting libraries in New Jersey and Wausau, WI regarding their passport acceptance facility programs. The library could provide this service outside of regular business hours of 9A-5P as well as on weekends. The library can accept revenue for this service since it is for the US State Department. The \$35 fee and photo fees of up to \$10 can be collected by the library as a passport acceptance facility. J. Gerber stated that the library has been approved by the government. Four to five staff will be trained to accept passport applications. The training is free; staff will be paid to complete training during their off time. A camera with printer and a dedicated desk area would be needed. The startup costs would be around \$2,000-\$3,000. Grant funding and technical budget funding could be considered to fund the startup costs. The board discussed this idea and agreed that it is an exceptionally good program for the library.

A motion was made, seconded, and passed to proceed with the passport acceptance facility program at the library.

### **7) Director's Report**

J. Gerber stated that the new System Administrator, Ms. Riti Grover, would like to attend the in-person June board meeting. The Monarch System is also in the process of hiring a new IT Director.

J. Gerber stated that the library is in full planning mode for the Summer Reading Program. The theme is ocean/underwater. It will be in-person program. Julie is planning the Children's program and Martin is planning the Teen/Adult program. There will be interactive activities – a scavenger hunt, bingo, etc. – to bring patrons into the building. There will be prizes – Hamilton tickets, SS Badger ferry crossing to Ludington MI, museum tickets, Schlitz Audubon passes, gift cards, and more. There will be an outdoor movie series using the screen and audio system the library owns. There will be four movies shown.

J. Gerber stated that the grant has been approved for the hybrid smart locker installation project. The lockers & smart benches should arrive in June. The electrical and cabling has been installed.

J. Gerber stated that the Spring Book Sale set up will be Monday, May 16<sup>th</sup> and the sale will run Tuesday, May 17<sup>th</sup> through Saturday, May 21<sup>st</sup>. Volunteers will be staffing the sale during regular hours. It is a great community effort.

### **8) Communications**

None.

### **9) Other Matters**

None.

### **10) Adjournment**

A motion was made, seconded, and passed to adjourn the meeting at 7:08P. The next meeting date will be Tuesday, June 14, 2022, in-person at the library.

**Minutes respectfully submitted by:** Heidi Rettler