

Oscar Grady Library Board Meeting Minutes

February 11, 2025

Members Present: Joe Caban, Kay Goodwin, Hannah Hand, Mary Jo Hansen, Emily Laws, Sonia Lear, Wendy Smith, Marcella Wilde

Guests Present: None.

Absent: None.

1) Call to Order

President S. Lear called the meeting of the Oscar Grady Library Board to order at 6:05PM. The Microsoft Teams connection was active.

2) Statement of Public Notice

The Statement of Public Notice was posted according to Wisconsin state statutes.

3) Citizen Comments

None

4) Approval of Minutes from Prior Meetings

A motion was made, seconded, and passed to approve the minutes as written from January 14, 2025.

5) Financial Report

The January CSRF Balance Sheet Detail and General Fund Financial Report were presented and reviewed with the Board by E. Laws. A motion was made, seconded, and passed to accept the January 2025 CSRF Balance Sheet Detail and January 2025 General Fund Financial Report as submitted.

6) Annual Report

E. Laws presented the 2024 WI DPI Annual Report to the Board. One Library Board member was missing from the report and needed to be added; no additional changes were required.

A motion was made, seconded, and passed to accept the 2024 WI DPI Annual Report as submitted with stated edit.

7) Director's Report

a) January Projects Highlights

- i) Facility study continues – a joint meeting with the Village Board is scheduled for Feb 25, 2025 at 6pm at the Saukville Police Department.
- ii) Thanks to funds from the LTC Grant, the Main Street doors were replaced, however, a new mailbox will need to be purchased to fit the space
- iii) Vega Program is now complete, integrating the events calendar across all libraries within the Monarch System

b) February Projects Highlights

- i) E. Laws participating in Recollection Wisconsin cohort project for digitization planning
- ii) AV quotes for the Community Room are being reviewed

iii) HVAC work and phone system upgrades in progress

c) *March Project Highlights*

- i) Beta testing will begin for Vega Promote, providing e-newsletter and graphics services through the Vega system
- ii) Shifting and evaluating will be done within collections
- iii) Copier contract is up for renewal, E. Laws reviewing quotes

8) Communications

None.

9) Other Matters

H. Skelton has resigned from the Board; the Board thanks her for her service.

E. Laws suggested meeting every other month instead of every month. The Board agreed that this was reasonable and will meet accordingly going forward.

10) Adjournment

A motion was made, seconded, and passed to adjourn the meeting at 6:40PM. The next meeting date will be Tuesday, April 8, 2025. The meeting will be in-person at the library and via Teams.

Minutes respectfully submitted by: H. Hand