

# Oscar Grady Library Board Meeting Minutes

May 09, 2023

## Members & Guests Present

Present: Kris Becker, Joe Caban, Jesse Duckart, Mary Jo Hansen, Emily Laws, Sonia Lear, Heidi Rettler, Marcella Wilde.

Absent: Holly Skelton.

### 1) Call to Order

President S. Lear called the meeting of the Oscar Grady Library Board to order at 6:00P in person. The ZOOM connection was not needed.

### 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 April 11, 2023, meeting minutes were approved as submitted.

### 5) Financial Reports

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

There are a few discrepancies that will be corrected in the CSRF Funds; ARPA Funds needs to be removed. 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 due to Summer Reading allocated donations. There is a discrepancy in the Capital Outlay account; this will also be corrected. The Custodial Salaries account discrepancy has been corrected. The Board will follow up on these items next month.

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

### 6) Strategic Planning

E. Laws presented the strategic planning roundtable results to the Board. There are several areas that staff will be developing in Adult Programming – Arts & Crafts and Technology were the top categories. Most patrons are coming in to check out items from our collection. The Teen audience is a challenge, since the middle & high schools are physically closer to the Port Washington library. A large age demographic was reached.

Spaces, technology, pass programs, and digital services were the main areas of interest at the Roundtable. There were 12 attendees out of the 50 respondents. Adding an educational drop in area in Children's Area was brought up. A Teen Space was also requested. Prioritizing new furniture also came up. A drop in adult area was also brought up. Local history was discussed. Technology upgrades were discussed – educational games, digital media lab, upgrading meeting room technology (Vivi is being used in the school district), and maker's space equipment were all brought up. Dedicated computers for children were debated – the participants agreed to disagree. Hosted activities were more popular. The pass programs were very popular. The Friends group was asked to sponsor a pass or two to see if it is a popular item to circulate. ASTC passes were also brought up. Filling the void within the Monarch System with pass offerings was also discussed. Ancestry and Consumer Reports databases are very expensive to offer; there was a lot of interest in these databases. Streaming services was not a popular discussion point. The next step is a strategic planning meeting with E. Laws, J. Gallo & H. Skelton to bring feedback to the board.

### 7) Outdoor Lights

E. Laws presented the Board with outdoor lighting replacement options. The Board discussed the options presented. E. Laws is seeking a compromise between the historic building and the modern outdoor additions to the library grounds. K. Becker contacted UW-M School of Architecture since they were involved in the building redesign. He is awaiting a response. K. Becker & H. Rettler will investigate costs & options and bring the results to the board at the June board meeting.

### 8) Director's Report

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

The third solar bench will be returned. The damaged charging pole will be replaced. The concrete will be poured by DPW. The grading issue can be addressed by DPW. The Patio Grand Opening is Saturday, July 8<sup>th</sup> from 11A-1:30P. Fox & Branch will be performing live music starting at noon. Jill Becker did the landscaping; the board was asked to view it. On June 13<sup>th</sup>, there will be a Summer Reading Kick-off & Ice Cream Social.

The RFID tagging is moving forward; E. Laws will be asking the Friends to take the lead on the tagging project. Envisionware recommended a 4-pad system to use the technology most efficiently. E. Laws is going to start with the 2 pads and revisit the need for additional pads later.

The alarm code has been reset by Johnson Controls; DPW and the Village have the codes in addition to E. Laws.

The new public & Children's Services computers have been installed and are functioning well.

A new fax tool is being investigated. The current tool is not the easiest one to use and has a lot of user requirements.

There will be a special guest, Ms. Riti Grover – Monarch System Director, at the June board meeting. Board members were asked to prepare questions for her.

The Library Assistant II position description needs to be updated; this will be brought up at the next meeting as well.

**9) Communications**

None.

**10) Other Matters**

H. Rettler, Friends Treasurer, reported that the Friends Book Sale successfully raised \$1060 for the library. The Friends are looking into a new shelving system for the book sale storage room and for the entry book sale area.

The board welcomed Jesse Duckart as the interim Village Representative to the Library Board.

**11) Adjournment**

A motion was made, seconded, and passed to adjourn the meeting at 7:35P. The next meeting date will be Tuesday, June 13, 2023. The meeting will be in-person at the library and via ZOOM.

**Minutes respectfully submitted by:** Heidi Rettler