

Oscar Grady Library Board Meeting Minutes

June 13, 2023

Members & Guests Present

Present: Kris Becker, Pamela Duckart, Mary Jo Hansen, Emily Laws, Sonia Lear, Heidi Rettler, Marcella Wilde

Absent: Joe Caban, Holly Skelton.

Guests: Ms. Riti Grover, Monarch Library System Director

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 May 09, 2023, meeting minutes were approved as submitted.

5) Financial Reports

The May 2023 CSRF bills and General Fund Financial Reports were presented and reviewed with the Board by E. Laws. E. Laws informed the Board that the new Village Treasurer is Betsy Leach.

There is an error in DPW Salaries Expenses that should be taken from the ARPA Grant. E. Laws is working on getting this corrected.

A motion was made, seconded, and passed to accept the May 2023 CSRF Balance Sheet Detail and May 2023 General Fund Financial Reports as submitted.

6) Monarch Library System Director, Riti Grover

R. Grover introduced herself to the Board and handed out the 2022 System Infographic. The Monarch System consists of four counties with 30 community libraries, 1 academic library, and 1 bookmobile. There are 190,104 cardholders and serves approximately 437,000 residents. The catalog is 2.3 million items. The System provides the ILS Polaris catalog program, website platform for about half the libraries, IT support, security firewall, maintenance, and monthly updates. Hardware pricing is discounted through the System for the member libraries. The System staff is 17 employees, with 7 core employees. R. Grover has been working on enhancing efficiency of the System and staff. The System also provides consulting services, IT training, onboarding training for new directors, and staff training. There are System marketing and graphics design services available.

The System applied for and received a \$185,000 ARPA Grant for RFID implementation. An additional grant for IT improvement was also received to assist member libraries. The Vega Discover catalog enhancement is also being implemented into to the System, along with other Vega programs to help patrons and library staff. The cost for the Vega suite would be over \$25,000 if purchased by individual libraries. Monarch was able to negotiate a price of \$500-\$1,500 per library, depending on size.

R. Grover meets once a month with the Director's Council and meets informally at least bi-monthly with Library Directors. She is available to the Directors for continuing education, compliance needs, training, and other assistance. She has been with the System for about 18 months now. She came from New Jersey and West Virginia and is enjoying Wisconsin. The Board thanked her for coming down.

7) Strategic Plan (2024-2026)

E. Laws presented the three-year strategic plan developed by the committee (E. Laws, J. Gallo, H. Skelton) to the Board. E. Laws has a responsive service approach towards the end users – the patrons. Over 350 respondents were received. Two Roundtables were held, one with patrons and one with staff. The Committee presented the draft plan to staff for feedback. Tonight, the draft plan is being presented to the Board for feedback. The document is a living document, with room for adjustment.

The mission remained the same. The vision and values based on the library bill of rights were added. People first is a core value of our library and was added as well. The community priorities to promote discovery, create lifelong learning opportunities, develop community responsive collections, and develop community responsive spaces and technology. Constant Contact is going to be superseded by Vega to improve outreach. Collection development and circulation is being monitored constantly, along with scheduled weeding of materials.

The strategies in each priority area over the next three years were shared with the Board. Bi-monthly staff meetings and staff education opportunities are being offered. The System Vega products will save the library money by phasing out Constant Contact and Canva and replacing them with the corresponding Vega templates and communication tools. Programming budgeting is going to be a focus in 2024. Arts & crafts, hobbies, additional Adventure Passes, online Universal Courses, and presenters were learning opportunities that the community is most interested in. The Friends will also be able to volunteer in addition to fundraising. In 2026, monthly book subscriptions using the lockers will become available to patrons. The RFID implementation is beginning in 2023 and will continue. There is a grant opportunity for Library of Things collections; hopefully, this will come through. A new fax solution, makerspace equipment, up-to-date computers, Friends Book Nook sale space, capital replacements, technology upgrades, community/meeting room improvements, upper level remodeling, teen space, interior book return, and children's area improvements will be coming in 2024-2026.

A motion was made, seconded, and passed to accept the 2024-2026 Strategic Plan as submitted.

8) Outdoor Lights

E. Laws asked K. Becker & H. Rettler to report their findings. K. Becker is working with UWM School of Architecture; they didn't have any records on file from the remodel. Brass Light Gallery & BBC Lighting were possible sources; however, these vendors are costly. E. Laws is seeking a compromise between the historic building and the modern outdoor additions to the library grounds. This will be revisited at the July meeting.

9) Library Assistant II Position Description

E. Laws presented the proposed Library Assistant II (Adult & Teen Services) position description update to the Board. This position description will provide an improved and more accurate job description for this position.

A motion was made, seconded, and passed to accept the Library Assistant II position description as updated.

10) Director's Report

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

The patio solar pole has been returned and the replacement is coming. The second bench was installed. The third bench will be returned.

The Friends will be helping with the RFID tagging project. Website quotes are coming in and will be compared to find the best vendor. Fax replacement options are still being investigated.

The Summer Reading Kick-off & Ice Cream Social took place earlier today; it was moved indoors due to weather. There were over 500 attendees. The Patio Grand Opening will be Saturday, July 8th from 11A-1:30P. Fox & Branch will be performing live music starting at noon.

11) Communications

None.

12) Other Matters

Pamela Duckart is the new Village Representative for the next two years. Monarch System Director, Ms. Riti Grover, was a guest. Introductions were made.

Friends met Monday and is working on the Book Nook and storage room solutions. A donation of \$2070 was made to fund Summer Reading Programming.

13) Adjournment

A motion was made, seconded, and passed to adjourn the meeting at 7:53P. The next meeting date will be Tuesday, July 11, 2023. The meeting will be in-person at the library and via ZOOM.

Minutes respectfully submitted by: Heidi Rettler