

Oscar Grady Library Board Meeting Minutes

August 08, 2023

Members & Guests Present

Present: Kris Becker, Joe Caban (ZOOM), Mary Jo Hansen, Emily Laws, Sonia Lear, Heidi Rettler, Holly Skelton (ZOOM), Marcella Wilde.

Absent: Pamela Duckart.

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 utilized.

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 June 13, 2023, meeting minutes were approved as submitted. No July 2023 meeting was held; there are no minutes to approve.

5) Financial Reports

The July 2023 CSRF bills and General Fund Financial Reports were presented and reviewed with the Board by E. Laws. The DPW Salaries issue was corrected.

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

6) RFID Additional Pads Purchase

E. Laws presented the quote for the three additional RFID pads for the Children's Checkout and Main Checkout areas to the board & opened discussion. In relation to the RFID upgrade, the RF gate facing Main Street and the Main Entrance RF gate are due for replacement in 2027. The entrance doors are scheduled for replacement in 2025. This planned capital upgrade will save staff time, and supplies costs by going to one system.

A motion was made, seconded, and passed to purchase of three RFID pads from the Capital Outlay – Library – Reserve Fund (400 Account) so that the technology is on site for January 2024.

7) Website Quotes

E. Laws presented the quotes for website updates to the board. WordPress website will be retained. Quotes were obtained from Civic Plus, Brew City Digital, and Bublitz Creative Website Design. The best quote to upgrade the current website is from Bublitz - \$2,450. Brew City's quote is \$5,950, and Civic Plus's quote is \$4656.40, plus \$3,996.72 biannually.

A motion was made, seconded, and passed to update the existing library website per the quote from Bublitz Creative Website Design, with funds coming from the Library Reserve Fund.

8) Outdoor Lights Update

E. Laws reviewed the light options presented to the board in May 2023, with free installation from DPW. Four lights are needed – two at the front entrance and two at the back entrance.

A motion was made, seconded, and passed to replace the four existing outdoor lights with Menards Canarm Ltd. Arlington Black Outdoor Wall Light, SKU# 3563472, priced at \$119.79 each, with funds coming from the 230 Building Repairs Fund.

9) Loan Periods Policy Update

E. Laws presented the proposed Loan Periods Policy update to the Board.

A motion was made, seconded, and passed to accept the Loan Periods Policy as updated.

10) Director's Report

E. Laws presented the Director's Report to the Board. The budget cycle has begun. The proposed 2024 budget needs to be given to Dawn Wagner on September 6th. D. Wagner also requested a five-year community investment plan for the library from E. Laws and the board. The Village Board will receive the proposed budget September 26th for the budget tour.

Summer Reading ended August 5th. 3,290 hours were read by 303 youth participants, the highest on record. 50 adults and 27 teens participated on the Adult/Teen side. Kudos to Julie, our amazing Children's Librarian!

New material RFID tagging begins August 14th and Friends volunteers will begin tagging the collection on August 28th.

E. Laws has been nominated to be on the ILS Committee, specifically for Vega, the front end to Polaris ILS system.

Fax 24 was returned to the vendor; the cost was \$1.75 for 1st page and \$1/page for additional pages. The Staff will utilize the library fax to send patron faxes with cover sheets for privacy. The cost will be \$0.25/page for this service.

Staff Development is September 22nd. J. Caban will be providing CPR Training. Webinars, staff-led collection development training, and reader's advisory update for new materials being released will also be presented.

E. Laws met with the Saukville Historical Society President, Nola Luft, and Member Anne Kirtscher to see their facility and hear about their collection plans. The society will be utilizing the Peterson Collection for a large exhibit in the future.

September is Library Card Month. Free replacement cards are being offered again this year.

A Library Assistant I position is open; Kristin is returning to teaching full time.

E. Laws went to tour the Ansay Development along I43. Mel's Charities is very involved in this project. Some of the housing and employment opportunities are being planned for people with disabilities. There will be a sports complex, events space, splash pad, housing for seniors and families in addition to the businesses. E. Laws would like to have the library get involved.

11) Communications

None.

12) Other Matters

H. Rettler provided an update on the Friends. The group is working on organizing the book storage room with shelving, setting up an expanded Book Nook, and adding a Friends bulletin board highlighting events, fundraising, book sales and membership. There will be a Fall Book Sale from 13-16th September. Yard signs can be requested to promote the sale – contact the Circulation Desk. The group is also working on a donation letter to send out to local businesses.

K. Becker will be stepping down from the board by year end. A replacement is being sought. P. Duckart cannot attend the library board meeting this month due to a conflict with the Village Board meeting schedule. She will be meeting with E. Laws for updates at another time.

E. Laws stated that Saturday events in summer are going to be exchanged for spring or fall to increase attendance.

E. Laws stated that the September Board meeting will be held at the Police Department due to the Friends Fall Book Sale being set up in the Community Room on September 12th.

13) Adjournment

A motion was made, seconded, and passed to adjourn the meeting at 7:22P. The next meeting date will be Tuesday, September 12, 2023. The meeting will be in-person at the Police Department Conference Room and via ZOOM.

Minutes respectfully submitted by: Heidi Rettler