

Minutes of Butler Public Library Board Meeting

September 14th, 2021

Minutes not formally approved until next Library Board meeting on October 12th, 2021

Meeting was called to order by President C. Benjamin– 6pm

1. Members present:

- 1.1. Jodi Kessel Szpiszar (Director), Charlene Benjamin (President), Michael Bates, Andy Kristensen, Karl Debelack, Laura Meyer
- 1.2. Absent: Tom Sardina (excused), Roger Benjamin
- 1.3. Guests: Pat Tiarks

2. Persons desiring to be heard:

- 2.1. None

3. Communications:

- 3.1. Budget Update – 2022
 - 3.1.1. Jodi made a slight adjustment to total staff wages (decrease of about \$300) due to a scheduling error.
 - 3.1.2. After 2022, there will be only 5 Bridges System libraries without RFID.
- 3.2. Current Financial Report
 - 3.2.1. Jodi reviewed our current financial status, the following are of note
 - 3.2.2. Supplies and collection numbers are actually in the black after grant purchases (shows it's currently in the red).
- 3.3. Community Input Gathering 2022
 - 3.3.1. President would like trustees to read over the document by October to gather needed information before making decisions about the following year's annual budget and strategic planning.
- 3.4. Trustee Appreciation Event – October 6th
 - 3.4.1. John Chrastka, founder and exec director of EveryLibrary, virtually presenting.

4. Trustee Education:

- 4.1. Circulation and Use Report – Revealed
 - 4.1.1. Jodi reviewed the numbers presented each month and answered questions from the board. No objection to the current format.
- 4.2. Trustee Training Week Session #1 – What Was News to You?
- 4.3. Applying Strategic Goals
 - 4.3.1. Guiding goals from 2021-2023 through partnerships between staff, the Friends, the Library Board, etc.
 - 4.3.2. Charlene will start tying agenda items to strategic goals as the year goes on.

5. Consent Agenda:

- 5.1. Consideration of Minutes: August 10th, 2021
- 5.2. Report of the Director
- 5.3. Circulation and Use Report
- 5.4. Motion by Michael Bates to accept the Consent Agenda, second by Andy Kristensen, motion carried unanimously.

6. New Business:

- 6.1. Minutes from August 10th, 2021

- 6.1.1. 7.1.3.2 Telephone/internet increased due to internet and telephone system put in; should be just telephone system
- 6.1.2. 7.1.5.3.1. Strike from the record.
- 6.2. Discussion and Possible Action on Materials Selection/Collection Development Policy (Goal #3)
 - 6.2.1. Jodi reviewed the proposed Materials Selection/Collection Development Policy.
 - 6.2.2. Motion to approve the Materials Collection Development Policy be Karl Debelack, second by Laura Meyer, motion carried unanimously.
- 6.3. Discussion and Possible Action on Circulation Policy (Goal #3)
 - 6.3.1. Jodi reviewed the changes to the Circulation Policy.
 - 6.3.2. Motion to approve the Collection Policy by Andy Kristensen, second by Michael Bates, motion carried unanimously.
7. **Old Business:**
 - 7.1. Review and possible action on the Staff Position Wage Structure (Goal #2)
 - 7.1.1. Michael wants to know if staff members are getting the opportunity to work the max number of hours allowed before benefits are paid out; in other words, he wants to make sure that a higher wage doesn't mean less hours, which would negate the effects of having a higher wage in the first place.
 - 7.1.1.1. Jodi said yes, and we have to take into account their other jobs and library hour needs.
 - 7.1.2. Motion by Laura Meyer to approve the Staff Position Wage Structure, seconded by Karl Debelack, motion carried unanimously.
 - 7.2. Review and possible action on next steps for Electronic Sign (Goal #1)
 - 7.2.1. Karl asked about how patrons would be able to give their input on whether or not they wanted the Electronic Sign to be funded and added.
 - 7.2.1.1. Discussion of advertising the survey on the website, social media, banner outside along Hampton Ave.
 - 7.2.2. Motion by Andy Kristensen to approve Step 1 in the Electronic Sign Document List, seconded by Michael Bates, motion carried unanimously.
8. **Schedule Next Meeting:**
 - 8.1. October 12th, 2021 at 6pm
 - 8.1.1. Andy is asking to be excused for the meeting.
9. **Adjournment:**
 - 9.1. Motion to adjourn by Michael Bates, second by Laura Meyer, motion carried unanimously at 7:09 PM.

Submitted by: Andy Kristensen