

## **February 13 Meeting Minutes**

### **1. Roll call**

- Present: Charlene Benjamin, Michael Bates, Laura Meyer, Karl DeBelack, Robert L. Kraus, Genavieve Danes, Liz Glaser
- Excused: Bob Gundrum
- Guest: Carol Zuba

### **2. Persons Desiring to be Heard (3-minute limit per person)**

n/a

### **3. Consideration of minutes from previous meeting(s)**

Corrections noted:

- Bob was excused from last meeting—not absent
- UW Grant is \$1000
- Hoopla--not Hoople

Laura Meyer made motion to approve minutes with corrections above noted, Michael Bates seconded. No discussion. Motion carried.

### **4. Trustee Education**

#### ***4.1. Going Fine Free Pros and Cons [Goal #3: Community]***

This was a conservation and discussion of the document from Canadian Library Association about the possibility of the library going fine-free. Fine notes: Butler collected \$700 in fines in 2023. Childrens' card using childrens' materials are fine-free; fines are accrued for "adult" material. Data coming to next meeting with what communities around us have waived fees, and how many people have hit \$10 cumulative fees that would prohibit a patron from using the library.

### **5. Communications**

#### ***5.1. Fired Up To Read program [Goal #3: Community]***

Genavieve is working through connecting a "Smokey the Bear" program to the reading program to increase participation.

#### ***5.2. Tiny Art Show Gallery Night: March 26th [Goal #3: Community]***

- Kits distributed 3/1, with canvas and instructions provided but paint is provided ala carte.
- Art due 3/16.
- Event will be held 3/26 from 5:30-7pm.
- Request for refreshment donations.

### ***5.3. 60th Birthday Celebration [Goal #1: Resource & Goal #3: Community]***

April 4 is day of celebration. “Book Bingo” to be held at 5:30pm.

### ***5.4. OAK Box Installation [Goal #1: Resource & Goal #3: Community]***

The OAK box is installed in the lobby. Board received flyer with information about fentanyl, signs of opioid poisoning, and contact info from Waukesha County Health and Human Services. Board members who attended last month’s meeting with HHS gave positive feedback about the listening session and the community benefits of the OAK box.

### ***5.5. Quarterly Technology Review [Goal #4: TechPlanning]***

PC usage numbers will roll into Quarterly Technology Review. Staff computer has been replaced. New anti-virus software is now up and running, and machines are running better. Should be able to replace one PC this year (1 and 2 are still regularly crashing). High-contrast keyboards and larger monitors are on Genavieve’s plan for Bridges grant.

### ***5.6. 2023 Preliminary Final Budget Review [Goal #1: Resource]***

Overperformance in revenue—all good news! Should have monies to add to the Reserve Fund. Reserve Fund policy will be reviewed as a future item.

### ***5.7. Updated 2024 Business Meeting Plan***

### ***5.8. Social Media Archiving***

Village holds our social media archive. Up and running, and handling archiving. Price will go up next year, and Library will not be able to cover costs next year.

### ***5.9. Capital Projects Discussion with Village [Goal #2: Staff]***

good meeting with Genavieve and Charlene

### ***5.10. Director’s Report – Questions?***

Tagging all done within one year, with no excessive overtime and within budget.

### **5.11. Other communications**

**6. Consent Agenda Note: *Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member and placed on the agenda under New Business.***

Robert Kraus made motion to approve consent agenda. Karl Debelack seconded. No further discussion. Approved unanimously.

### **6.1. Current Financial Report**

### **6.2. Current Circulation and Use & Hoopla Costs [Goal #1: Resource]**

### **6.3. Current Program & Activity Report [Goal #3: Community]**

## **7. Unfinished Business**

n/a

## **8. New Business**

n/a

### **8.1. Discussion and Possible Approval of Annual Report to DPI (Dept of Public Instruction)**

Michael Bates made motion to approve annual report. Liz Glazer seconded. No further discussion. Approved unanimously.

### **9. Next meeting: March 14, 2024 (note: meeting moved from Tuesday 3/12 to Thursday 3/14)**

## **10. Adjournment**

Michael Bates made motion to approve annual report. Laura Meyer seconded. No further discussion. Approved unanimously.