



Delafield Public Library / 500 Genesee Street / Delafield WI / 262.646.6230 / [www.delafieldlibrary.org](http://www.delafieldlibrary.org)

## **Delafield Public Library Board of Trustees Meeting**

**Tuesday January 10, 2023 6:30 PM**

### **Common Council Chambers**

Members Present: C. Reise-Schouten, N. Krickhahn, R. Mitchell, J. Yeomans, B. Felix, K. Butterfield, T. Hillmer, A. Shrednick, D. Henry, K. Beckman, and Stephanie Ramirez, Library Director

Members Absent: H. Klatt

1. The meeting was called to order by Shrednick at 6:30 p.m.
2. Pledge of Allegiance was recited
3. There were no guests
4. Public Comments: None
5. Approval of minutes: Felix made a motion to accept the minutes from the December meeting as presented. Reise-Schouten seconded the motion. There was no discussion. The motion carried.
  - a. The October 2022 minutes have not been received. They will be approved at the next meeting.
6. Director's report
  - a. Annual report will be released on January 24. It will be acted on at the February meeting.
  - b. Continuing Education: Stephanie signed up for a webinar "Communicating with Elected Officials about your Library" and is also considering options for staff to attend ALA this year.
  - c. Strategic Plan: Held a meeting with Melissa to start the process. A survey is being designed and will be provided at the next meeting for review.
    - i. Rough timeline: Survey will go live in April and be up for one month, move forward with review of results in August
  - d. Winter Reading: Community partnership to raise funds through reading to donate to the Kettle Moraine Food Pantry. The goal is for participants to collectively read 75,000 minutes.
7. DISCUSSION AND POSSIBLE ACTION: Library Code of Conduct policy

- a. Discussion on section “Prohibited Behavior” point three and eight, specifically wording to clarify “language” means both written and verbal. Discussion resulted in agreeance that no change was necessary.
  - b. Beckman made a motion to approve as written. Henry seconded the motion. There was no discussion. The motion carried.
8. Bridges Library System Report:
  - a. Discussed Library memory project
  - b. Approved the 2023 database selections
  - c. Approved the Bridges library System Director’s goals for 2023
  - d. Approved the WiLS and Bridges Library Memory Project Memorandum of Understanding for Strategic Plan Development, Consulting, and Facilitation Services.
  - e. Next meeting is January 18, 2023
  - f. They will be voting on board positions. Yeomans volunteered to be the Secretary again.
9. Friends of the Library report
  - a. First sale of the year was 1/7/23
    - i. Sales will be the 1<sup>st</sup> and 3<sup>rd</sup> Saturday through winter
  - b. Waiting until post winter to move forward with the garden updates
10. Treasurer’s report
  - a. 2022 review: The Farber fund did go down overall in 2022
  - b. The Farber fund value increased since the start of the year.
  - c. Yeomans moved to accept the 2022 fiscal year report. Krickhahn seconded the motion. There was no discussion. The motion carried.
11. Audit and Approval of Monthly Expenditures
  - a. Felix moved to approve the monthly expenditures. Yeomans seconded the motion. There was no discussion. The motion carried.
12. The next meeting will be February 14, 2023 at 6:30 in the council chambers.
13. The meeting adjourned at 7:11 pm.