

Delafield Public Library

Board of Trustees Meeting Minutes

May 9, 2023

Members Present: N. Aicher, J. Yeomans, R. Mitchell, K. Butterfield, B. Felix, E. Murn, K. Beckman, D. Henry, N. Krickhan, H. Klatt, and T. Hillmer. Also in attendance was Stephanie Ramirez, Library Director.

1. The meeting was called to order by President ProTem Butterfield at 6:30 p.m.
2. The Pledge of Allegiance was recited.
3. Henry made a motion, seconded by Felix, to move Item 7 to after the Pledge of Allegiance
4. There were no guests.
5. There were no public comments.
6. Approval of Minutes: Felix made a motion to accept the minutes as presented with a second by Krickhahn. There was no discussion. The motion carried.
7. Director's Report:
  - a. Ramirez attended the Wisconsin Association of Public Libraries conference. The conference was very good, especially the sections about strategic planning and patron relations.
  - b. Three staff members will attend the American Library Association conference in Chicago next month.
  - c. Inservice Day will be held on June 6, 2023 due to Polaris systems being down all day. It will allow staff time to prep for summer programming and to have CPR training for staff. The library will be closed all day.
  - d. Staff News:
    - i. Katelyn is leaving in the near future. Her position, Youth Services Librarian, has been posted and the hiring process for the 34 hour per week position will begin on Monday.
    - ii. Currently, two staff members are on medical leave.
  - e. Library Marketing: Angela Hirsch at Library Aware has contacted our Melissa for her quality work and Cassidy for her newsletter.
  - f. Survey Results:
    - i. Six hundred seventy-eight responses were received, 47% more than the last survey.
    - ii. The library will release the results to the public in the fall.
    - iii. More results will be discussed at future meetings.
  - g. The Teen Advisory Board send the Library Board members a thank-you card.
8. Library Board Elections (due to change in membership)
  - a. Henry made a motion to nominate Butterfield as President of the Board for the term of May 2023 to May 2024. The motion was seconded by Mitchell. There was no discussion. The motion carried.

- b. A motion was made by Henry and seconded by Krickhahn for Butterfield's term as President run from May 2023 to August 2023. There was no discussion. The motion carried.
  - c. Mitchell made a motion to nominate Felix to the office of Vice President for the term of May 2023 to August 2023. Klatt seconded the motion. There was no discussion. Motion carried.
9. Library Board Public Comment Policy.
- a. Ramirez presented the updated Public Comment Policy to the board. Discussion ensued, resulting in the following changes:
    - i. "Patrons" be changed to "speakers".
  - b. There was no further discussion. The motion carried.
10. Bridges Library Report: Yeomans reported:
- a. The Bridges Library Board met at the Karl Junginger Public Library in Waterloo last month. It was the first "travel" meeting of the year. Our next meeting will be May 17<sup>th</sup> at the Muskego Public Library.
  - b. The Board approved the StoryCorps contract extension which extends through April of 2024. The StoryCorps mission is "to preserve and share humanity's stories in order to build connections between people and create a more just and compassionate world".
  - c. Mellanie Mercier, Automation Coordinator, gave the Board an overview of our newly redone web site.
  - d. Budget input was received by the library directors.
11. Friends of the Delafield Public Library Report: Ramirez reported:
- a. The Friends board meets next week.
  - b. The bookstore will be open every Saturday from Memorial Day to Labor Day.
  - c. The garden looks good. The new lawn area will be open to the public in June.
  - d. Felix reported the Culver's check from March/April was \$179.
  - e. Sentry receipts help the Friends raise money also.
12. Treasurer's Report: Mitchell reported:
- a. Explained the position of Treasurer and the Farber Fund. It is earmarked for collections (Milwaukee Business Journal, ValueLine, and Wall Street Journal) only. The income didn't change from last month. The fund is managed by AmeriPrise.
13. Audit and Approval of Monthly Expenditures.
- a. A motion was made by Mitchell and seconded by Felix to accept the monthly expenditures as presented. There was no discussion. The motion carried.
14. Next Meeting Date: June 13, 2023 at 6:30 p.m. in Council Chambers.

Respectfully submitted,

Jean Yeomans, Secretary ProTem