

Delafield Public Library
Board of Trustees Meeting

June 13, 2023

Members Present: Robert Mitchell, Noel Aicher, Danielle Henry, Holli Klatt, Jean Yeomans, Elise Murn, Betsy Felix, Kelsey Butterfield. Also present: Stephanie Ramirez, Library Director.

Members Absent: Ken Beckman, Nicole Krickhahn and Todd Hillmer.

1. The meeting was called to order at 6:30 p.m. by President Butterfield.
2. The Pledge of Allegiance was recited.
3. Roll Call and Introduction of Guests. There were no guests in attendance.
4. Public Comments. There were none.
5. Approval of minutes. There were two items needing to be corrected. First, Holli Klatt's name was missing in the list of board members in attendance. Secondly, the use of the word "collection" should replace "subscription" in the Farber Fund description. A motion was made by Felix and seconded by Aicher to approve the minutes as corrected. There was no discussion. The motion carried.
6. Director's Report:
 - a. Ramirez distributed the summer program brochure and explained the description of the program this year. This is the busiest time of year for the library.
 - b. A Youth Services librarian has been hired at 34 hours per week and will start on June 26, 2023. Alyssa previously worked at Town Hall Library in North Lake.
 - c. The recent in-service day went well. Tanya from Lake Country Fire did a training for staff. Narcan training will be done soon. The OAK station has been installed in our building lobby. The County is responsible for filling it. Ramirez needs to know if the library is to be the one to let the county know of the need for refills or if the city is.
 - d. Cleaning Crew: Ramirez reported issues with cleaning crew performance have been reported to Vanguard since they started in March 2022. There have been three different crews cleaning the library since they started. The company hasn't communicated with Ramirez/DPL as necessary. An example of this is when they had a meeting and did not tell Ramirez about it. This is impacting the public directly.
 - e. The annual budget will be coming soon. The county portion is usually available in June and the city portion in July/August.

f. Replacement Server will be out of warranty in August. Ramirez explained the proposals and recommended we stay with the current configuration instead of going with another provider. The cost will be covered in the 2024 budget.

7. Discussion and Possible Action: Constructing the Library Board Agenda

a. The Library Board agenda is determined by the President of the Board and the Library Director.

b. Henry suggested the information the Board members receive prior to each meeting be posted publicly.

c. How to propose items to the next month's agenda was discussed.

d. Adding Old Business and New Business to the agenda was discussed.

e. A motion was made by Henry and seconded by Aicher to revise future agenda layouts so that Item 7 becomes "Old Business", Item 8 becomes "New Business", Item 13 will be a request for future agenda items, Item 14 will become the "set and confirm the next meeting date" and the agenda will include a draft packet of available supplemental material. Discussion ensued. The motion carried.

8. Discussion and Possible Action: Community Posting and Distribution Policy. Ramirez reported the current policy states we take non-profit and government agencies postings with no fees. Changes in the new policy to include postings for all non-profits, regardless of fees. Felix made a motion, seconded by Henry, to accept the new policy as written.

9. Bridges Library System Report: Yeomans reported contracts for presenters for upcoming events were approved. The next meeting will be Wednesday at the Hartland Public Library.

10. Friends of the Delafield Public Library Report: Ramirez reported the Friends board will meet at the library tomorrow. The book sales, held every weekend throughout the summer months, are doing well. They will be closed the weekend of the Block Party (July 15th). The garden has taken up a lot of their money and they are looking for more "passive" activities to raise monies. The next Friends fundraiser is Tuesday, June 27th at Noodles and Company in Delafield. The Friends would like people to use the Noodles app using the "GIVING25" code.

11. Treasurer's Report: Mitchell shared that the Farber Fund follows the ups and downs of the stock market. Currently the trend is up.

12. Audit and Approval of Monthly Expenditures: A motion was made by Felix and seconded by Mitchell to approve the monthly expenditures as presented. There was no discussion. The motion carried.

13. The next meeting date is July 11, 2023 at 6:30 p.m.

14. The meeting adjourned at 7:54 p.m.

Respectfully submitted,

Jean Yeomans, Secretary