

Delafield Public Library Board of Trustees Meeting

September 12, 2023

Meeting Minutes

Members Present: Holli Klatt, Noel Aicher, Ken Beckman, Betsy Felix, Kelsey Butterfield, Nicole Krickhahn, Elise Murn (via Zoom), Todd Hillmer, and Jean Yeomans. Also present: Stephanie Ramirez, Library Director. Members Excused and Absent: Robert Mitchell and Danielle Henry.

1. Call to Order: The meeting was called to order at 6:30 p.m. by President Butterfield.
2. Pledge of Allegiance was recited.
3. Roll Call and Introduction of Guests: There were no guests present.
4. Public Comments: No public comments.
5. Approval of Minutes: Krickhahn made a motion to accept the minutes as presented and Klatt seconded the motion. There was no discussion. Motion carried. Thanks were given to Felix for taking the minutes in August.
6. Director's Report:
 - a. Trustee's Dinner will be held on September 28th at the Watertown Public Library. The event is sponsored by the Bridges Library System and will feature a talk by Dr. Barbara Reinhart, Professor Emeritus of Art at UW-Milwaukee at Waukesha.
 - b. Delafield Public Library Volunteer Appreciation Event will be held at Hawks Inn on November 10th from 5:30 – 7:30 p.m. A formal invitation will be sent out soon.
 - c. Strategic Plan Update/Timeline
 - i. Currently: Director and Department Heads are going through survey feedback.
 - ii. September 28: Goals will be discussed and set.
 - iii. Beginning of October: Department Heads meet with staff to discuss goals.
 - iv. November: Write first draft of Strategic Plan.
 - v. December: Write the final draft of the Strategic Plan.
 - d. Budget Update:
 - i. Ramirez received employee benefit cost information which was a quite significant increase (18% over last year).
 - ii. Ramirez reported she received new information from the City Treasurer today (late notice) that some shared costs are being proposed to be paid by the Library. These include things like budget software, cyber insurance, property insurance, etc. next year. Those items will cost the library an estimated \$10,000.
7. OLD BUSINESS: None
8. NEW BUSINESS: Bylaws Review and Revision. The bylaws were reviewed and discussed. Further review and discussion will be necessary.
9. Bridges Library System Report:
 - a. Yeomans reported action was taken on the following items:

- i. MRA Continuing Education On-Demand Options for SEWI Partners Agreement
 - ii. Authority Control Project Contract Amendment
 - iii. Library Memory Project Family Day 2023 Agreement with Retzer Nature Center on Sunday, October 15th from 1-4 p.m.
- 10. Friends of the Library Report:
 - a. Felix reported the book sales will continue every Saturday through September and then the 1st and 3rd Saturdays from October through May.
 - b. Felix said that two additional restaurants will hold fundraisers for the Friends this fall.
 - i. Lou Malnati's on September 26 from 4 to 10 p.m. Carry out or delivery (only by their staff). The code to use when ordering will be determined.
 - ii. Texas Roadhouse on Sunday, October 29th from 3 p.m. to 8 p.m.
 - iii. Culver's next fundraiser will be on Tuesday, November 28th.
- 11. Treasurer's Report: Ramirez (reporting for Mitchell) stated the Farber Fund had a good month last month with an increase of \$1500. Mitchell will most likely be able to write one more check from the fund to the library this year.
- 12. Audit and Approval of Monthly Expenditures: Aicher made a motion to accept the monthly expenditures as presented. Felix seconded the motion. There was no discussion. The motion carried.
- 13. Request for Future Agenda Items:
 - a. Bylaws Review and Revision.
- 14. Next Meeting: October 10, 2023 at 6:30 p.m. in the City Council Chambers.

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Jean Yeomans, Secretary