

FDL Public Library Board Minutes January 18, 2024

1. Call to Order and Roll Call: On Thursday, January 18, 2024 in the Midstates Meeting Room and via Zoom, the regular meeting of the Fond du Lac Public Library Board of Trustees was called to order at 4:31 p.m. by Board President, Dusty Krikau. Trustees present: Tiffany Brault, Anne Deacy, Rebekah Gary, Dusty Krikau, Jay Myrechuck, Julie Schroeder and Brendan Wood-Taylor. Members absent: Antonio Godfrey and Sharon Simon. Those also in attendance included Library Director Jon Mark Bolthouse, Assistant Director of Operations Lori Burgess, Youth Services Coordinator Sarah Davis, Information and Outreach Services Coordinator Melanie Kearn, Public Relations Coordinator Ian Stepleton and Administrative Assistant Laurie Moore.

* Deacy arrived at 4:32 pm and left at 4:33 pm.

2. Approval of Minutes:

A. Discussion and possible approval of minutes from the December Regular Meeting of the Board. Motion to approve the minutes as presented: Brault; second: Myrechuck; carried by unanimous voice vote.

3. Comments from the Public: None.

4. Correspondence (Discussion and Possible Action)

A. Bank Statement from Seefeld Trust for December.

5. Approval of Financial Reports:

A. List of bills paid since the last regular meeting: Motion to approve the bills as presented: Wood-Taylor; second: Brault; carried by roll call vote: yes six (6); noes none (0); absent and not voting three (3).

B. Statement of Accounts: Motion to approve as presented: Wood-Taylor; second: Myrechuck; carried by unanimous voice vote.

6. Director's Report:

A. Monthly Library Statistics

* Bolthouse shared that the desk made the move okay to the new Buechel Branch location. The landlords have an issue with the cost Faith quoted them to move the internet access, so there is a hold up on that at this time. Myrechuck questioned how to handle the social media feedback about the Buechel Branch move. Krikau suggested bringing up that Froedtert is coming soon, and to welcome them and see our new location.

* Deacy arrived 4:37 pm.

* We are close to going to bid on the solar project, but we are missing documentation on the switchboard that will run the unit. Russ thinks he can do the job, but Bolthouse shared that the power to the entire building will need to be shut down when documentation is being done.

* Bolthouse shared that a Reconsideration of Materials request was received for *Johnny the Walrus*. They are requesting that the book be moved to a different section of the library. **Bolthouse is working on a response and will share that with the board when it is complete.**

* Gary left at 4:42 pm and arrived again at 4:33 pm.

* Burgess asked if there are any stats that the board would like to see included in the numbers shared with the board in 2024. **Future stats requested to be shared should include the following: Creative Bug, Ancestry and Value Line.**

* Gary left at 4:46 pm.

* Schroeder asked if we could include some more of the items that are available to be checked out from the library in the reels on social media. Stepleton commented on the reluctance of the staff to be featured in these, but hopes as time goes on that they will be more willing.

* Gary arrived at 4:48 pm.

* Brault gave a shout out to the Youth Services staff for the Santa program. Davis shared that it was her amazing staff who do all the work.

* Schroeder asked when Creative Bug will be live. Burgess shared that it will be live by the next board meeting.

* Brault asked about the audit that Burgess shared in her report. Burgess explained that it has to do with the coding for patrons and charging back to other counties.

* Krikau asked about the CESA 6 training for the Design Lab, and if it will be available to all staff. Bolthouse said he will check into the parameters on that since it is paid for using grant funds.

7. Old Business: None.

8. New Business:

A. Missing Child Policy: Motion to postpone additional discussion and a vote on the policy until the next board meeting when it can be reviewed again: Wood-Taylor; second: Schroeder; carried by unanimous voice vote. Bolthouse shared the changes that were made. The word “parent” was changed to “caregiver” and a reference to a document that does not exist was removed. Krikau suggested making a Step 7: Be sure to fill out an incident report, and remove that from Step 6.

* Gary left at 4:57 pm.

Myrechuck questioned if other steps should be added explaining what to do if a child is not found. Krikau shared that at other events that she has been a part of, if the child is not found, police request that the staff step back and let them handle it from there. Schroeder suggested writing out the word approximate in Step 1.b. and not to abbreviate it. Krikau noted that nothing is mentioned in the announcement asking patrons to remain in the building during the search. The suggestion was made to add the following to Step 2: We kindly ask patrons to stay in the building while the Code Adam is in place, but Deacy suggested to reference what Code Adam says. Kearns questioned whether we can require patrons to stay in the building. After discussing the idea of having staff at the doors instead, it was decided to strike the previous suggestion, and add to Step 2. that coordinators will direct staff to cover the entrances. Schroeder asked if it’s okay to just say staff, as that doesn’t say which staff member follows the procedure. It was decided later to add the following: “The staff member who receives this report will follow the steps below” at the beginning of the policy. Krikau suggested also checking with the YMCA to see what their policy says.

9. Other: Krikau requested that the board packet be available on the website instead of just being emailed to the trustees.

10. Adjournment: Motion to adjourn: Wood-Taylor; second: Brault; carried by unanimous voice vote. Meeting was adjourned by board president Dusty Krikau at 5:13 pm.

Respectfully submitted,

Anne Deacy
Secretary