

FDL Public Library Board Minutes

March 20, 2025

1. Call to Order and Roll Call: On Thursday, March 20, in the Community Room and via Zoom, the regular meeting of the Fond du Lac Public Library Board of Trustees was called to order at 4:30 p.m. by Board President, Dusty Krikau. Trustees present: Tiffany Brault, Rebekah Gary, Emily Hayes, Lauren Herlache, Dusty Krikau, Jay Myrechuck, Julie Schroeder, Sharon Simon and Brendan Wood-Taylor. Members absent: None. 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.

2. Approval of Minutes:

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

3. Comments from the Public: Davis shared a couple of letters from patrons in response to the Bluey event.

4. Correspondence (Discussion and Possible Action)

A. Bank Statement from Seefeld Trust for February: Bolthouse shared with the board that the \$200 deposit into the account was for a meeting room payment from the State of Wisconsin.

5. Approval of Financial Reports:

A. List of bills paid since the last regular meeting: Motion to approve the bills as presented: Herlache; second: Schroeder; carried by roll call vote: yes nine (9); noes none (0); absent and not voting none (0). Myrechuck asked who Blue Door is and Krikau stated that is the company working on the new website.

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

6. Director's Report:

A. Monthly Library Statistics:

* Bolthouse shared with the board that the library is a beneficiary for a new trust fund. Staff are thinking about spending some of the money received on experience passes; looking at what makes the most sense geographically with a variety of experiences. Herlache asked if the trust indicates how the funds must be spent and Bolthouse shared that there are no restrictions. Brault commented that she feels the Milwaukee Zoo would be a good option.

* Lots of work was done on the JDQs for the wage study and those have been turned in. The next steps include the consulting firm looking them over, then getting back to the City by June, so the numbers can be included in the 2026 budget.

* Bolthouse shared with the board that our library can now put funds towards our own Overdrive Advantage account to buy down local holds. Putting funds from materials towards this seems like a good idea as there continues to be growth in circulation of electronic materials.

* No preview has been shared yet on the new website design, but we are hoping by around April 10th.

* The full day staff in-service will be held on April 10th, and will include speakers, emergency training, and training on the new calendar system.

* Brault gave a shout out to the Bluey Party attendance. Myrechuck asked if there have been any thoughts on paying the volunteers to help attract them. Davis said the plan moving forward will be to have all youth services staff on hand, so hopefully volunteers backing out would not be an issue. Krikau asked if there are any plans to help mitigate the issues

with the PA system. Bolthouse shared that Cowles is working on that issue, but it is difficult as it is an old PA system. Myrechuck suggested possibly using blue tooth speakers in the rooms to help with the announcements.

* Krikau noted an appreciation for the increase in content in the Idea Studio report this month.

* Krikau commented on the mention of what to do if immigration comes to your workplace in the Literacy report. Bolthouse shared that this has been discussed with staff. Brault also shared that Envision Greater Fond du Lac has tips on their website.

* Herlache commented on the large increase in internet sessions in February. Bolthouse will look into this.

* Brault asked if there was any more feedback on the changes to the book club kits, and Bolthouse shared that there has not been any more.

7. Old Business:

A. Behavior Policy Revisions: Motion to approve the policy as presented: Simon; second: Brault; carried by unanimous voice vote. Bolthouse stated that there was a small addition to the policy, based on user behavior. This was done to make sure staff's time and resources are not being monopolized. Simon asked what this looks like, and Bolthouse shared that it could include multiple questions being asked over and over, some being personal questions. Kearn also shared that patrons are not listening to the boundaries that staff are giving them. Simon asked how much staff time is being spent on this. Kearn stated it is not just about a specific amount of time, but more about the questions that are being asked and patrons having unreasonable expectations.

B. Update on Strategic Plan: Bolthouse opened the discussion up to questions on the updates the staff shared. He also stated that he is looking to get board members to volunteer for a development committee to help build the endowment. Simon and Hayes both offered to be part of such a committee. Krikau asked for any feedback from staff on the general feel of how the library is doing. Bolthouse would like to see more work on staff development. Davis brought up the idea of doing a staff wellness survey. Bolthouse also stated that he is happy with how things are being done in all 5 categories of the strategic plan. Krikau would like to see another update on the strategic plan on the October 2025 agenda.

8. New Business:

A. Display Policy: Motion to approve the policy as presented: Simon; second: Gary; amended motion to approve the policy with suggested edits below: Simon; second: Gary; carried by unanimous voice vote. Bolthouse shared how staff have been working for a while on this policy, as the library was lacking policy for displays on of books, including displays for specific things like Black History Month. This is only for library displays, not the Community Bulletin Board. Simon asked if the policy was pulled from another library. Bolthouse shared that the staff used a library in California's policy as a starting point. Krikau discussed bullet #2, regarding religion and politics. Kearn said in her experience it is best not to focus on any specific religion, but religion in general. Schroeder shared concerns about bullet #1 and if it's possible that Pride Day could be considered not suitable for children by some patrons. Kearn also agreed with political cause being an issue, as anything can be seen as political. Brault stated that the Selection Policy would cover what is displayed in the children's area. Kearn has concerns if the final bullet regarding signage wouldn't be more of a procedure, not a policy. The following suggested edits were agreed upon:

*Change bullet #1 to "Format, location, style, and intended audience"

* Remove Bullet #2

* Split Bullet #4 into 2 bullets; 1 – "Topical displays should to represent the wide variety of viewpoints offered in Collections",
2 – "Items may have a relation to current events"

* Remove the last 2 bullets; 1 – Materials should be in good condition,

2 – Any signage should clearly state the theme of the display

* Include a reference to the Selection Policy

The approved policy should be sent to Hayes and Krikau for grammatical corrections to be made and then brought back to the next board meeting for approval.

* Wood-Taylor left at 5:47 pm. *

9. Adjourn to Closed Session: Motion to adjourn to closed session under Wisconsin Statute 19 (c) at 5:48 pm for Library Director Evaluation: Myrechuck; second: Hayes; carried by unanimous voice vote. Schroeder left at 5:52 pm. Motion to enter into open session at 6:02 for purposes of adjournment: Brault; second: Simon; carried by unanimous voice vote.

10. Adjournment: Motion to adjourn: Simon; second: Myrechuck; carried by unanimous voice vote. Meeting was adjourned by board president Dusty Krikau at 6:02 pm.

Respectfully submitted,

Emily Hayes
Secretary