

FDL Public Library Board Minutes

May 16, 2024

1. Call to Order and Roll Call: On Thursday, May 16, 2024 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, Anne Deacy, Rebekah Gary, Emily Hayes, Dusty Krikau, Sharon Simon, and Brendan Wood-Taylor. Members absent: Jay Myrechuck and Julie Schroeder. Those also in attendance included Library Director Jon Mark Bolthouse, Assistant Director of Operations Lori Burgess, Youth Services Coordinator Sarah Davis, Information and Public Relations Coordinator Ian Stepleton, Library Technology Coordinator Josh Cowles, Design Lab Program Manager Chris Durkin, and Administrative Assistant Laurie Moore.

2. Approval of Minutes:

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

3. Comments from the Public: None.

4. Correspondence (Discussion and Possible Action)

A. Bank Statement from Seefeld Trust for April

5. Approval of Financial Reports:

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

* Hayes arrived at 4:32 pm.

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

6. Director's Report:

A. Monthly Library Statistics

* Bolthouse informed the board that the process to start over on the solar bid project has started. There is a walk through for potential bidders next week and the bids will be opened in the first week of June.

* Wood-Taylor mentioned that UW-Oshkosh at Fond du lac will be auctioning off the art from their building. This may be a good source of artwork for the Community Room. Krikau asked what the length of time was for Midstates to hold the naming rights of the meeting room. Bolthouse informed her that when the room was first moved out of the Business Office to its previous location, Midstates was contacted to see if they were interested in donating again to hold the naming rights for longer and they were not interested. Krikau questioned if we could look for a donation for possible naming rights of the Community Room in the future.

* Brault shared that the City of Fond du Lac will be looking at also reviewing benefits along with the wage study they are planning in 2025.

* Bolthouse shared some possible furniture updates with the ARPA funds: service desks, chairs for the fireplace area and computer desks for the children's space.

* Simon, Hayes and Brault all mentioned that they would be interested in being part of the Community Advisory Committee for the local writer. Wood-Taylor asked who else in the community the library was thinking of asking and Bolthouse shared that he has not reached out to anyone yet, but he is looking for suggestions. Some names that were mentioned were Kay Conrad, Tracy Reinhardt (this one may be an issue due to her being on staff already), William Weinshrott, Judy Goldsmith, Betty Trent, and CSA archivist Jenny Lukomski. Bolthouse said he would like to be sure that marginalized community members are represented also.

* Bolthouse shared that he met with Lauren Herlache, a potential future library board member.

* Krikau commented on the mention of a possible chess club at the library in the future. She shared that most of the local schools she knows have chess clubs already, but feels this maybe a good way for the kids from area schools to get together at the library and play.

* Brault questioned if there was any update on the viewing of the “Right to Read” video. Burgess shared a flyer with some upcoming showings at the library of the video. Bolthouse will send the board an email with a copy of the flyer with dates and times.

* Krikau mentioned that the links that Emilyn shared in the Information Services and Outreach report did not come through on the pdf version. Bolthouse will ask staff to put the URL in the reports in the future to ensure the board is able to see the links.

* Bolthouse and Burgess shared future outreach days for the library and are looking for volunteers for the events listed below:

06/01/2024 – Farmer’s Market (Wood-Taylor and Krikau offered to attend)

06/15/2024 – Juneteenth (Wood-Taylor offered to attend in the morning)

06/23/2024 – Pride Picnic (Gary offered to attend)

08/03/2024 – Prairie Fest

08/06/2024 – National Night Out (Krikau and Gary offered to attend)

** The library will no longer be attending the Fond du Lac County Fair as it is too large of a commitment.

7. Old Business: None.

8. New Business:

A. Design Lab Update: Durkin gave some background on what the Design Lab is and how it is executed at the library. He also shared some flyers with some background information with the board and asked that they look at what programs are being offered and get back to him with any that they may be able to help with or observe.

B. Election of Board Secretary: Motion to nominate Hays as the new board secretary, effective July 1, 2024: Hayes; second: Simon; carried by unanimous voice vote.

* Wood Taylor left at 5:29 pm and arrived back virtually at 5:38 pm.

C. Reconsideration Policy and Procedure: The following changes were discussed and suggested to be made to the current policy and procedure. Bolthouse will send out send out copies to the board with the suggested changes made before the next board packet comes out and bring to the board in June for their approval.

Policy changes:

- * Add a note to the policy stating this is only for physical copies of materials, not items accessed through Libby
- * Remove the comma from the 3rd paragraph after “except for the purpose of staff use”.

Procedure changes:

- * 1.c. change “10 working days” to “15 calendar days”
- * 1.d. iii. add awards to the list of copies that the packet would contain
- * 2.a. add “within 7 calendar days” at the end of the sentence
- * 2.c. add “from the Director” at the end of the sentence and add “calendar” after “no less than 21”
- * 2.h. change “7 business days” to “7 calendar days”
- * 4.e. i. change “seven business days” to “7 calendar days”

- * add a new first point stating: Upon receiving a *Request for Reconsideration* form, the staff member who takes the request should offer the patron a copy of their form.
- * be sure all numbers are written in numerical form not written form

Form changes:

- * Include links to the following: Reconsideration of Material and Procedure Regarding Requests for Reconsideration. Also, note that hard copies are available upon request.

D. Meeting Room Policy: Motion to approve the meeting room policy as presented: Brault; second: Simon; carried by unanimous voice vote. Krikau mentioned to Moore to make the changes regarding commas and spaces that she had sent previous to the meeting in an email.

9. Other: None.

10. Adjournment: Motion to adjourn: Simon; second: Deacy; carried by unanimous voice vote. Meeting was adjourned by board president Dusty Krikau at 6:01 pm.

Respectfully submitted,

Anne Deacy
Secretary