

FDL Public Library Board Minutes

August 21, 2025

1. Call to Order and Roll Call: On Thursday, August 21, 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, 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, Public Relations Coordinator Ian Stepleton, Information and Outreach Services Coordinator Melanie Kearn, City of Fond du Lac HR Manager Jackie Braatz, and Administrative Assistant Laurie Moore.

2. Approval of Minutes:

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

B. Discussion and possible approval of minutes from the August 5th Special Meeting of the Board. Motion to approve the minutes: Myrechuck; second: Simon; carried by unanimous voice vote.

3. Comments from the Public: Krikau shared a gift from the board with Bolthouse thanking him for his years of service to the library.

4. Correspondence (Discussion and Possible Action)

A. Bank Statement from Seefeld Trust for July. Bolthouse noted that the library has never moved funds from the Seefeld account into another type of account that would maybe earn more interest, like a CD or something similar. It may be something that the board would want to discuss in the future.

5. Approval of Financial Reports:

A. List of bills paid since the last regular meeting: Motion to approve the bills as presented: Simon; second: Brault; carried by roll call vote: yes eight (8); noes none (0); absent and not voting none (0). Myrechuck questioned the bill for workman's comp. Moore shared that this is for a premium payment. Herlache questioned the Google charge posted against SEED funds. Bolthouse stated that is the library's Google Workspace account that is currently covered by the SEED grant.

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

6. Director's Report:

A. Monthly Library Statistics

* Bolthouse shared that the book bike was well received at the events the library took it to, but the staff are still trying to figure out all the logistics. We plan to form a committee to address any issues and to make the bike more viable.

* The solar project is being worked on and will hopefully be up and running sometime in September. A solar panel was donated from John McDowell and the hope is to use that as part of the display that will be installed across from the restroom area on the first floor.

* **Burgess will be doing a strategic plan update at the next board meeting**, as she is working on gathering information for the presentation to City Council next week.

* Krikau asked Burgess if there were any updates on the ordering of materials from Ingram. Burgess stated that they are still working on the electronic invoicing, but the ordering has been going well.

* Brault thanked Kearn for the Mango Language stats. Kearn is working on trying to capitalize on the interest in the program. Casey French, one of the Library Assistants, is working on a Passport to Language display for the 2nd floor.

* Simon commented on how happy she's been with the History at Home programs and asked who is running them now. Stepleton shared that librarian John Serrano is now in charge of that program.

7. Old Business:

A. Rescinding of the Affiliated Group Policy: Motion to rescind the Affiliated Policy: Brault; second: Herlache; carried by unanimous voice vote.

8. New Business:

A. Wage & Salary Study Report Summary: Bolthouse shared that an outside consulting firm looked over all the job description questionnaires for library staff (with the exception of the SEED Grant and Literacy) and gave their recommendations. Overall, there were many library staff who fell below the current recommendations. Burgess said to keep in mind that the numbers shared in the report are if the library is 100% staffed, and that does not typically happen.

Krikau asked if the City will help cover the extra cost or what their expectation is. Bolthouse stated that the funding from the City will be the same for 2026. They are looking at our fund balance, which is currently around \$300,000, to cover the extra cost. Krikau asked if the fund balance is used up in 2026, is there a feeling if the City would cover the extra cost going forward in 2027. Bolthouse stated that was a concern of his and there was no clear answer. This will need to be discussed more when the board approves the budget for 2026. The formula used for the appropriation from the county is showing about \$61,000 increase, but that still needs to be confirmed in a meeting with them.

Bolthouse asked the board if they are good with moving forward with the recommendations as shared. Brault did state that City Council still did not vote, but will be doing that in September. Bolthouse shared that in the past, the library has not cut people, but have cut positions or streamlined them. There are many more part-time staff as opposed to full-time staff when compared to 25 years ago. Krikau commented on part-time staff not getting benefits and getting an increase in pay as a plus, as their current wage is not a living wage. Bolthouse stated that page staff are usually high school kids or retired people. Brault asked if there has been feedback from staff at all. Burgess shared that there was a meeting with City Employees and it was stated that the library wages are up to the library board to decide and approve. Burgess also shared that some of the individual classifications are still being discussed with Human Resources, so the budget is not set yet. Schroeder's overall feeling is doing what seems to be adequate and fair pay. Krikau feels that if it will help lower turnover, that is a bonus also. In general, the consensus of the board is to move forward with the recommendations.

B. Library Director Interview Questions Discussion: Motion to move forward with the list of interview questions as shared for the director search: Simon; second: Brault; carried by unanimous voice vote. Braatz shared suggested interview questions with the board and would like feedback to formalize the final questions. Krikau shared with the board that the job has been posted. The board asked Braatz if each candidate would need to be asked all the questions. Braatz stated that the committee would start with the plan of a full interview, but if they get to a point in the interview that they feel the person is not a good candidate, they could pare down the questions anytime.

9. Other: Motion to approve Lori Burgess as the interim director of the library at a modified pay rate: Simon; second: Brault; carried by roll call vote: yes eight (8); noes none (0); absent and not voting none (0).

10. Adjournment: Motion to adjourn: Simon; second: Herlache; carried by unanimous voice vote. Meeting was adjourned by Board President Dusty Krikau at 5:15 pm.

Respectfully submitted,

Emily Hayes
Secretary