

Jack Russell Memorial Library
Regular Meeting – Wednesday, April 10, 2024

This regular meeting of the Jack Russell Memorial Library was called to order by President Purman at 4:30 PM in the Hartford History Room at JRML. Those present were Ms. Shari Purman, Mr. Craig Westfall, Ms. Emilee Mooney, Mr. Jamie Wolman, Mr. Allen Brown, Ms. Maggie Yoder, Youth Services Librarian Greta Swigert, Administrative Services Assistant Kayla Claas, and Library Director Vanessa Taylir. Mr. Jeff Walters was absent and excused.

CALL MEETING TO ORDER

APPROVAL OF AGENDA

Mr. Craig Westfall made a motion to approve the agenda. Mr. Jamie Wolman seconded the motion. Motion passed unanimously.

PUBLIC COMMENT PERIOD/APPEARANCES – 5-Minute Limit

OLD BUSINESS

Washington County/Monarch Library System Operating Updates – Discussion

Director Taylir reported the last director's meeting was cancelled due to the System Director being unable to attend. The System Director will be coming to JRML to do new director training. Monarch has added a new Data and Grants Coordinator. Monarch is also looking for a new Route Coordinator, as the current employee has put in their notice.

Friends of the Library - Discussion

The Friends of the Library began the Spring book sale tonight in the Community Room. It will run through Saturday, April 13. The HUHS Culinary students have made food for the event.

NEW BUSINESS

Introduction of New Staff – Discussion

JRML welcomes Library Aides Eileen Schmidt and Jenny Rosenbaum to the staff. Both staff members began in February.

Building Repair 2023 Fund Usage – Discussion

Administrative Services Assistant Claas presented the board with the Building Repair Fund Usage report for 2023. A portion of the account was budgeted for replacement of the cork flooring, for a total of \$22,414.76. Building maintenance staff used \$18,226.23 of the allotted \$28,000 for 2023, compared to 2022 spending of \$24,816.10.

Notices & Notifications Procedures – Discussion

Director Taylir proposed changes to JRML's Notices and Notifications Procedure. Currently, JRML mails a paper copy of each notice, from the first notice through certified letter to the patron, the last library in the area to do so. The library would like to change this to send only the third notice, the billing notice, and the certified letter through the mail. The first and second notices would be sent through patron preference, the same way hold notices are delivered. Certified letters would also only be mailed to patrons who would potentially go to police collection. Many of the letters come back unclaimed and costs are getting higher.

The library would also like to shorten the amount of time it takes to get to police collection. Currently, it takes a minimum of six (6) months for items to be sent to police collection. Many area libraries take around

six (6) weeks to get to police collection. The police would also attempt to have a patron return the material by a certain time before issuing a citation.

The board discussed the new proposed procedure. Mr. Westfall thought the police should just issue a citation. Director Taylir spoke to the Police Chief, who approved of making a patron a deal. The board asked about notifying patrons. Director Taylir stated that staff would ask patrons if they would like a change in their notices, as this will now be how they receive overdue notices.

Televising the Library Board Meetings – Discussion

City Administrator Volkert has asked Director Taylir to inquire the board about televising the board meetings, as the library is the only board that does not. The meetings were televised when it was held at City Hall. The board agreed that holding the meetings at the library is convenient for when the board needs to examine a problem within the building. The library is not capable of televising meetings currently. The board asked if the public has been asking to see them. The staff has not had anyone inquire about it at the library. The board agreed not to televise meetings, but if there comes a reason to do so, they will revisit this decision.

History Room Contract – Discussion & Action

The History Room Consultant contract expires on April 30, 2024. The board discussed whether the position was beneficial. Director Taylir believes the position would assist with the functionality of the History Room and would be helpful for History Room Liaison Jordan Stephan depending on the person in the position. Mr. Craig Westfall made a motion to approve the History Room Consultant contract for three (3) months as written. Mr. Allen Brown seconded the motion. Motion passed unanimously.

Youth Services Librarian Report – Discussion Only

Youth Services Librarian Swigert provided updates from the children's department. Monarch is holding a meeting for Youth Services on Friday, April 12. Storytimes will be ending for the Spring on Saturday, April 13. First Grade Round-Up begins on Monday, April 15. Youth Subscription Bags will be taking a break for the summer after May, returning in September. Patrons will have to re-register for the bags this fall. Seventh graders at Central Middle School will be doing a hometown field trip in May, visiting five (5) locations in Hartford, including the library. Youth Services Librarian Swigert will be traveling to six (6) schools to present the Summer Reading Program preview in May.

Library Director Report – Discussion Only

Director Taylir updated the board about general library business. Newport Network Solutions began installing the new cameras on Tuesday. Volunteer Appreciation Week is this month. Circulation Supervisor Ann Schmirler will be creating bags with some small items for library volunteers. National Library Week is this week and JRML are giving out library related items for every five (5) check-outs using our Plinko board.

UNANIMOUS CONSENT AGENDA

The following items were on the unanimous consent agenda for the board's review and approval:

1. Approval of the March 13, 2024, Library board meeting minutes.
2. Approval of the financial reports comparing budgeted versus actual numbers for March 2024.
3. Approval of the library bills for March 2024.
4. Approval of the Jack Russell Memorial Library usage and services report for March 2024.
5. Approval of the Adult Services and Connections report for March 2024.
6. Approval of the Hartford History Room usage report for March 2024.
7. Approval of the Youth Services Monthly Program report for March 2024.

Mr. Craig Westfall made a motion to approve the Unanimous Consent Agenda. Ms. Maggie Yoder seconded the motion. Motion passed unanimously.

CORRESPONDENCE

1. Thank you letter to Kathy Knapp for a \$50 donation in honor of Dorothy Owen.

CLOSED SESSION

The board may enter closed session pursuant to Wisconsin Statutes 19.85 (1) (c) to consider the following: employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Personnel). A roll call vote will be taken to go into closed session. The Board will then reconvene into open session to continue the agenda and may act on topics discussed in the closed session.

Mr. Allen Brown made a motion to go into closed session at 5:26 PM. Mr. Jamie Wolman seconded the motion. Motion passed unanimously.

Mr. Craig Westfall made a motion to leave closed session at 5:40 PM. Ms. Emilee Mooney seconded the motion. Motion passed unanimously.

UPCOMING LIBRARY BOARD MEETINGS

A regular meeting will be held on Wednesday, May 8, 2024, at 4:30 PM in the JRML Community Room.

ADJOURNMENT

Mr. Allen Brown made a motion to adjourn the meeting at 5:41 PM. Mr. Jamie Wolman seconded the motion. Motion passed unanimously.

Respectfully submitted,
Kayla Claas
Administrative Services Assistant

KCC/MINUTES