

Jack Russell Memorial Library
Regular Meeting – Wednesday, October 9, 2024

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

CALL MEETING TO ORDER

APPROVAL OF AGENDA

Mr. Craig Westfall made a motion to approve the agenda as written. Ms. Maggie Yoder seconded the motion. Motion passed unanimously.

PUBLIC COMMENT PERIOD/APPEARANCES (5-Minute Limit)

OLD BUSINESS

Washington County/Monarch Library System – Discussion Only

Library Director Taylir provided updates for Washington County and Monarch. Monarch is still working on notifications bouncing back. There is a new system available, Message Bee. This system would cost about \$200-300 a year, but more notifications would be delivered. The system will be holding a strategic plan meeting after the director's meeting on October 10. Library Director Taylir attended a meeting with Washington County directors. The Library Director at Slinger will be moving over to Mayville Public Library. West Bend will be cancelling Hoopla at the end of 2024, due to cost. Only Hartford and Slinger still have the program. Milwaukee County will also be ending Hoopla.

Friends of the Library – Discussion Only

The Friends of the Library will be holding a book sale at the end of October. The group will be selling baskets as well as library books that have been withdrawn.

NEW BUSINESS

Youth Services Librarian Report – Discussion Only

Youth Services has a new staff member, Avrie, who previously worked as a Summer Youth Aide. Avrie will be taking over the teen book club and will attend next month's meeting.

Library Director Report – Discussion Only

Library Director Taylir presented updates about the library. Administrative Services Assistant Claas and Library Aide Stephanie are revamping the CD collection. The collection has been weeded and is in the process of being re-cataloged. The library has begun to host in-person adult craft programs, which will continue every other month. The wireless printing program has been changed as is going well. A new amp needed to be installed for our speaker system, which is now working again.

The siding color that the library has chosen has been discontinued. The building supervisor will be getting a sample for staff to look at to consider the new color. The siding will likely not be done this year but will be done in spring. The board was disappointed the project has stalled and would like staff from Parks & Recreation to attend the next meeting.

Adventure Pass Waiver Process Change – Discussion

The Library currently keeps all the waivers that have been signed for Adventure Passes. A third binder will soon be needed, and the library does not have room to store them indefinitely. There are two (2) options. The first option is for the waiver to last for a year. Every year, patrons would have to re-sign the policy. The second option is to have patrons sign a policy at every checkout and the policy would be shredded upon return. The board was interested in finding a way to store the waivers digitally. The board was also concerned about liability and what would happen if someone made a claim, and the library had shredded the waiver. The board would like Library Director Taylir to investigate digital solutions.

Update on the Trust & Fund Balance Accounts – Discussion

Library Director Taylir has brought clarification on library accounts. The interest accrued from all the library's funds. All City funds are invested together, and the library gets the equivalent percentage of the interest gotten on the account. The Fund Balance is gained through the budget the library has left over at the end of the year. The Trust is money that was left over from the construction of the building. As Library Director Taylir understands it, there are no records for how the money came to be in the Trust account. The County has also started to give money for capital improvement projects, which must be matched by the City. The Fund Balance can be used to match the County Capital fund.

UNANIMOUS CONSENT AGENDA

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

1. Approval of the September 11, 2024, Library Board meeting minutes.
2. Approval of the financial reports comparing budgeted versus actual numbers for September 2024.
3. Approval of the library bills for September 2024.
4. Approval of the Jack Russell Memorial Library usage and services report for September 2024.
5. Approval of the Adult Services & Connections Report for September 2024.
6. Approval of the Hartford History Room usage report for September 2024.
7. Approval of the Youth Services Monthly program report for September 2024.

Mr. Allen Brown made a motion to approve the Unanimous Consent Agenda. Ms. Jennifer Novotny seconded the motion. Motion passed unanimously.

CORRESPONDENCE

1. Thank you letter to Dennis and Donna Carroll for \$100 in memory of Richard Purman.
2. Letter of Donation to the Family of Richard Purman for the gift of \$100 in his memory.
3. Thank you letter to Tim & Shari Purman for a gift of \$50 in memory of Peter Hoffman.

4. Letter of Donation to Micki Hoffman for a gift of \$50 in memory of Peter Hoffman.
5. Thank you to Jo Fredell Higgins for donating her book *Gwendolyn the Giraffe*.

UPCOMING LIBRARY BOARD MEETINGS

A regular meeting will be held on Wednesday, November 13, 2024, at 4:30 PM in the JRML Community Room.

ADJOURNMENT

Mr. Jeff Walters made a motion to adjourn the meeting at 5:35 PM. Mr. Allen Brown seconded the motion. Motion passed unanimously.

Respectfully submitted,
Kayla Claas
Administrative Services Assistant

KCC/MINUTES