

Jack Russell Memorial Library
Regular Meeting – Wednesday, June 12, 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. Tina Savage, Mr. Jamie Wolman, Mr. Allen Brown, Ms. Maggie Yoder, Mr. Jeff Walters, Youth Services Librarian Greta Swigert, Administrative Services Assistant Kayla Claas, and Library Director Vanessa Taylir. Ms. Emilee Mooney was absent and excused.

CALL MEETING TO ORDER

APPROVAL OF AGENDA

Mr. Allen Brown made a motion to approve the agenda. Mr. Jeff Walters seconded the motion. Motion passed unanimously.

PUBLIC COMMENT PERIOD/APPEARANCES (5-Minute Limit) – None

OLD BUSINESS

Washington County/Monarch Library System Operating Updates – Discussion Only

Library Director Taylir provided updates for Washington County and Monarch. Kewaskum Library held the last Director's meeting in their new building, a former bank. The Directors gave Director Taylir information on various tasks that needed to be complete with the county. Hoopla was discussed extensively, as it is becoming more expensive. Monarch is trying to get the new catalog out by August 15, however the catalog will not work with our current patron computers, as they are outdated. The library will be hosting the Director's Council meeting in September.

Friends of the Library – Discussion Only

The Friends held a board meeting on May 14 and discussed ideas about sponsored events. The Friends would like to see more events that cost less to spread out the money more. The group's new logo will go on the advertisements for any sponsored events. Youth Services Librarian Swigert will be attending the next meeting in September.

Digital Checkouts & Cost of Hoopla – Discussion/Possible Action

Library Director Taylir is proposing to budget \$15,000 for Hoopla in 2025 and would like to set the budget to a certain amount spent per day to control this amount. If the money runs out for the day, patrons can no longer check out until the amount resets the next day. Any money not used will roll over to the next day. The other Washington County Libraries are considering eliminating Hoopla entirely, due to the cost. Germantown has already stopped using the service due to budget cuts. The library does not get circulation credit for e-content from the counties, as it does print materials. Only patrons living within the City of Hartford and non-librariated communities may use Hoopla through a Jack Russell Memorial Library account. There is not a comparable service.

Mr. Craig Westfall made a motion to approve budgeting \$15,000 for Hoopla in 2025. Ms. Maggie Yoder seconded the motion. Motion passed unanimously.

Fines – Discussion/Possible Action

Library Director Taylir has provided checkout and fine information. The library is down in circulation more than any other library in the county. With the current information, it cannot be said if fines are contributing to this. Library Director Taylir did point out that the library is guaranteed money from any non-librariated checkout, whereas fines are not a guaranteed form of revenue. Director Taylir suggested waiting to gather all of 2024 data to further the discussion.

NEW BUSINESS

Youth Services Librarian Report – Discussion Only

Youth Services Librarian Swigert updated the board about Youth Services. Six (6) area schools were visited to promote the Summer Reading Program, which began June 3. Nearly 500 participants have already signed up. The library is also doing a non-reading program for youth. The program features a passport that participants get stamped by accomplishing certain goals, including visiting Washington County libraries or completing activities. Youth Services

hosted an Egg Drop with the Hartford Fire Department, where participants created a landing craft for a raw egg to be dropped from the ladder of a fire truck. Half of the eggs survived halfway up and three (3) survived going all the way up.

Library Director Report – Discussion Only

Library Director Taylir supplied library updates. Jenny, a Library Aide, has resigned. The library hired an applicant that was interviewed previously, who will be starting late June. The tornado procedure has been updated and reviewed with staff. Management meetings will now be held every other week, with alternating weeks having one-on-one meetings. Two (2) new adventure passes to the West Bend YMCA and the Horicon Pool have been released. The Adult Reading Program is back this summer with the same theme as Youth Services. Participants will read a book from each continent and can put in a ticket to win one (1) of three (3) prizes for each continent finished.

UNANIMOUS CONSENT AGENDA

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

1. Approval of the May 8, 2024, Library board meeting minutes.
2. Approval of the financial reports comparing budgeted versus actual numbers for May 2024.
3. Approval of the library bills for May 2024.
4. Approval of the Jack Russell Memorial Library usage and services report for May 2024.
5. Approval of the Adult Services and Connections report for May 2024.
6. Approval of the Hartford History Room usage report for May 2024.
7. Approval of the Youth Services Monthly Program report for May 2024.

Mr. Jeff Walters made a motion to approve the Unanimous Consent Agenda. Mr. Allen Brown seconded the motion. Motion passed unanimously.

CORRESPONDENCE

1. Thank you letter to Mrs. and Mr. Hofert for their \$10 donation in memory of Diane Drost.
2. Thank you note from the Hartford Joint 1 for allowing them to use our space for their art show.

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. Jeff Walters made a motion to enter Closed Session at 5:27 PM. Mr. Jamie Wolman seconded the motion. Motion passed unanimously.

Mr. Jamie Wolman made a motion to leave Closed Session at 6:00 PM. Mr. Craig Westfall seconded the motion. Motion passed unanimously.

UPCOMING LIBRARY BOARD MEETINGS

A regular meeting will be held on Wednesday, July 10, 2024, at 4:30 PM in the JRML Community Room.

ADJOURNMENT

Mr. Allen Brown made a motion to adjourn the meeting at 6:01 PM. Mr. Craig Westfall seconded the motion. Motion passed unanimously.

Respectfully submitted,
Kayla Claas
Administrative Services Assistant