

CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES
Friday, June 14, 2019 at 8:00am in the Library's Conference Room

Board Members Present: Jim Flynn, John Haider, Sandra David, Alderperson Jane Loizzo, Tina Pawicz, and Beth Jewell

Board Members Excused: Steve Hannan, Samantha Stam, and Mary Vogl-Rauscher

Others Present: Sue Mevis Library Administrator

Call to Order: Library Board President Flynn called the meeting to order at 8:00am.

Appearances & Correspondence: None

Mevis said the Wells Fargo Investment Advisor was unable to attend the meeting and had dropped off the printed Endowment Fund report included in packets.

Minutes of May 17, 2019:

1. *Motion by **Pawicz** with second by **Jewell** to approve the minutes of the May 17, 2019 Library Board Meeting. With no comment or discussion, the motion carried.*

Library Financial Report:

2. *Motion by **Haider** with second by **Jewell** to approve the invoice paid list dated May 17, 2019. Mevis said invoices were for customary or budgeted items. With no comment or discussion, the motion carried.*

Board members acknowledged the Expenditure comparison report for the month ending April 30, 2019. At the end of April 33.05% of the budget had been expended.

Library Board Business:

3. An updated Library Board Roster that includes term expirations, officers, and contact information was reviewed. Board President Flynn asked Board members to contact Mevis with any changes if inaccuracies are noticed.

Mevis said registration is open for 2019 Trustee Training Week Training. Each weekday August 12-16 from 12pm to 1pm presenters will present webinars dealing with Library Advocacy, Governing Libraries, Inclusivity, and more. Webinars are archived so if you can't make the session you can watch the archives anytime. Prior year archives back to 2015 are also available. She will email a link to the registration site.

A *How Audio Promotes Literacy* infographic was distributed to Board members. June is audiobook month and the sheet outlines the benefits of audio that include increasing reading accuracy by 52%. Studies find that 85% of learning derives from listening.

Circ Shift an article that appeared in the Library Journal article from March 14, 2019 was reviewed and briefly discussed. Since the topic of drops in physical check outs has come up at prior meetings, she thought the Board would be interested in seeing it is a national trend. Across the US "for the first-time circulation fell by 5% overall and sometimes by as much as ten percent. 40 percent of survey respondents saw circulation decrease." The article goes on to say that reported "gains in downloadable and streaming media pepped up by 10 and 7% respectively but gains did not make up for the losses.

Streaming media only makes up one percent of the total circulation overall in half the libraries that offer this format.” Mevis said that Beaver Dam’s library has been offering digital and streaming services for about 10 years and really stepped up last year adding Hoopla. Many libraries only offer the state-run Overdrive service. David said when you review the Circulation by Month report it is encouraging to see the digital material downloads; borrows; and streaming increasing yearly. Mevis said a big takeaway from the article is that funding bodies need to focus less on physical checkouts.

Endowment Fund Period Ending May 31, 2019:

4. Financial Secretary Haider’s report period ending May 31, 2019 was reviewed. He mentioned the market is not rationale and market manipulation does occur.

There were no Endowment Fund deposits to acknowledge.

Building and Equipment Report:

5. Mevis said with the new parking lot there is an opportunity to put a drive-up outdoor library return if that is something the Board wants to pursue. The service would be welcomed by the public. Over the years people have commented on this lack.

Board members reviewed a parking lot schematic that included a marked location that the John Neumann Facilities and Ritchie Piltz City Engineering thought would be the ideal location. Discussion on the location ensued. Mevis confirmed for President Flynn that library returns are movable should they need to be relocated. The cost would be approximately \$12,000 and has not been budgeted for this year but could be placed in the 2020 budget if the Board wants to wait.

David moved with second by Jewell to authorize moving forward now with the purchase of an outdoor drive-up Library Return funding to be determined. David said she didn’t see a need to wait. With no further comment or discussion, the motion carried.

Personnel Report:

6. None.

Library Policies:

7. Mevis shared copies of the existing Library Meeting Room Policy. She pointed out strike out sections which would be removed; and red typed sections to consider adding; with additional wording options on a separate sheet. She was recommending these changes to alleviate ongoing issues with for profit stated use not matching actual; non-profits stated use not matching actual; and to ease staff ability to sign off on meetings. Mevis said for now she and other approval staff were informing profit groups that the policy was under review if the specified use was in question. Board members thought this was fine. The policy draft needing further refining was carried over to the July Meeting.

Monarch Library System Report:

8. Mevis said Jennifer Chamberlain had been hired as the Interim Director.

Public Relations Activities:

9. Library event calendars for June, July and August were briefly reviewed. Summer Library Program booklets were included in packets and were available for pick up. Board members offered some suggestions on calendar changes that would be clearer that

Mevis said she would share with the Librarians. The smaller booklet format was appreciated. Jim said he would like to see a check out challenge be part of the reading program. Mevis said challenges held in the past have been successful and can be done again.

Mevis said that the Mobile Print Service the library has can be used in and outside the library with a free App. People can print from anywhere and pick up the printing jobs at the library. Pawicz asked if they can pay in advance. Mevis said not at this time but she would investigate whether this feature is in the works.

Library Administrator's Report:

10. Board members reviewed the Library Items Checked out by Month report. 25,255 physical items were checked out in May; 24,346 digital items were downloaded or streamed bringing the yearly total physical and digital to 158,073 for the first five months of the year. 414 new library cardholders were added the first five months of the year as well.

4,054 public internet sessions (2721.48 hours and minutes) along with 3,423 wireless sessions totaling (3,521.53 hours and minutes) were also logged the first 5 months of the year.

Any Other Business for Placement on Future Agendas:

11. Mevis said Library Policy review and updates would continue at future meetings.

Next Regular Meeting Date Announced:

12. Flynn reminded the Board that the next Library Board Meeting is Friday, July 12, 2019 in the Beaver Dam Community Library Conference Room.

Meeting Adjournment:

13. Haider moved with second by Pawicz to adjourn the meeting at 9:08am. The motion carried.

Recording Secretary,

Sue Mevis, Library Administrator