

DODGEVILLE LIBRARY BOARD OF TRUSTEES MEETING

Monday, March 13, 2023

The Board of Trustees met on Monday, March 13, 2023, in person and via zoom.

Present: Vanderloo, Solberg, Ashmore, Ponsler, Wepking, Murphy, Noel, McSherry

Zoom: Droste, Zimmerman

Absent: Howard, Weber

Vanderloo called the meeting to order at 5:06 p.m. and there being no objections declared the meeting duly posted. The agenda for this meeting was declared approved and the March 2023 minutes were approved and emailed to members with one correction. Regarding the humor collection-Nancy Ashmore has kept 2 boxes of the collection, not 2 books which were in the minutes. Correction made.

Public Comment

Mayor Todd Novak was present to discuss the change in the library closing policy. He said that in the past, the city staff and the library staff worked together regarding when to close the library in case of inclement weather. He mentioned several patrons came to the city office to complain about the library being closed during the recent snowstorms. Along with being concerned about some citizens of Dodgeville not having internet access he also was concerned about the staff of the library having to use their PTO. He also explained that there was confusion as to why the city office was open, but the library was not. He was unaware of the change in the policy, and wondered why and how it came about. There was discussion about the safety of the staff and also the patrons. It was also mentioned that some employees cannot work from home during those closures, and it is difficult for them to use their PTO.

Until the board decides what changes to make, the library staff will be in contact with City staff/Mayor Todd if the library is going to be closed.

Old Business

- A. Library Closing Policy: Discussed changing the policy to not follow the schools when they close due to inclement weather, and also a more efficient way to contact staff. The city has a text alert system that we could possibly be a part of. It was also mentioned to be aware of the care of the parking lot and sidewalks during snowstorms to keep the patrons and staff safe. At this point it was decided that we will discuss the library closing policy and any changes at the August meeting.
- B. Board Bylaws: Angela made the changes to the bylaws to include a finance committee and an ad hoc committee as discussed previously. Motion by Ponsler to adopt the amendments to the new bylaws. Second by Solberg. Motion passed.
- C. Space Needs Assessment: No new updates but clarifying the 2 options. FEH Designs would cost approximately \$3500 for a new assessment. The other option was the consultant from Indianhead Federated Library System, and that was too expensive. The current assessment is 10 years old and out of date. Discussed reaching out to HGA again, who did the original assessment, but they have not responded to the emails that Angela has sent.

Angela mentioned that space needs are based on population, and we should have 90 places for people to sit. Motion by Solberg to contact FEH to get on the schedule for a space needs assessment and the board will vote on the \$3500 amount in April. Second by Ponsler. Motion passed.

- D. Meeting Room Policy: Discussed removing the language regarding outside groups using space outside of regular hours. The use of the Annex is very important to have for meeting space, but there are irreplaceable items that are kept at the Annex that would need to be secured. It was discussed that we could check with Greg about getting a camera set up. Also, initially when the Annex was first set up, the staff took care of the cleaning. If there are going to be more meetings there, possibly Jeremy could also clean the Annex. The first step is to have Greg set up a camera, keep the policy as is, and then we will discuss and approve changes at the April meeting.
- E. Humor Collection: Nancy brought several items for the board to look at. She is questioning what to do with the collection. There are trophies, vinyl, books. It was discussed to keep the best and possibly donate the rest. Motion by Ponsler to keep the humor collection and allow the library staff to pare down the collection as they see fit. Second by McSherry. Motion passed.

New Business

- A. Loan Periods: Angela included a document regarding the Dodgeville Library Loan Periods in the previous email. It details the current practice, and other libraries in SWLS. We discussed renewal periods, how many items per library card and lost items. Motion by Wepking to accept the loan period and renewal period that Angela has suggested and in addition put a cap at 50 items per card at one time, and all items that are overdue 28 days will be listed as lost. Second by Solberg. Motion passed.

Library Director's Report

The library was offered free day park passes to Governor Dodge State Park from May 1st to December 1st. Discussed different ways to give away the passes to patrons-scavenger hunts, reading challenges. Everyone was in favor of accepting the passes. Motion by Wepking to accept the free daily park passes. Second by Ponsler. Motion passed. For more details and highlights of Angela's activities please see the document in the previous email.

Financial Report and Acceptance of Monthly Bills

Motion by Ponsler to accept and pay the monthly bills. Second by McSherry. Motion passed.

Concerns and comments of the Board

Jim Droste will be leaving the Board. He has accepted a position in the Sheboygan area. His last meeting will be in June. We thank Jim for his time on the board.

Future Agenda Items

Space Needs Assessment, Library Closing Policy in August, Meeting Room Policy, Circulation Policy.

Upcoming meeting: Library Board of Trustees April 10, 2023, at 5:00 p.m.

Closed Session per Wisconsin § Sec. 19985(1)(c)

Motion by Solberg to go into closed session per Wisconsin Sec. 1985(1)(c): considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Library Director Six-Month Review. Second by Ponsler. Roll call: Vanderloo, Solberg, Ponsler, Wepking, Droste, McSherry. All agree. Motion passed.

Return to open session

The Board returned to open session at 8:41 p.m. No action was taken by the board after returning to open session.

Meeting adjourned at 8:42 p.m.

Respectfully submitted by Kari McSherry