

FDL Public Library Board Minutes
March 15, 2018

1. Call to Order and Roll Call: On Thursday, March 15, 2018 in the Midstates Training Room at the FDL Public Library, the regular meeting of the Fond du Lac Public Library Board of Trustees was called to order at 4:31 p.m. by Board President, Mel Kolstad. Trustees present: Catherine Block, Anne Deacy, Joseph Koch, Mel Kolstad, Jerry Letcher, Jeff Morrell, Sharon Simon and Brendan Wood-Taylor. Members absent: Marilyn Averbek and John McDowell. Those also in attendance included Library Director Jon Mark Bolthouse, Assistant Director of Operations Lori Burgess, member of the public Richard Bradbury and Administrative Assistant Laurie Moore.

2. Approval of Minutes:

A. Discussion and possible approval of minutes from the January Regular Meeting of the Board. Motion to approve the minutes as presented: Simon; second: Deacy; carried by unanimous voice vote.

B. Discussion and possible approval of minutes from the February Regular Meeting of the Board. Motion to approve the minutes as presented: Block; second: Letcher; carried by unanimous voice vote; abstention from Morrell.

3. Input: Fond du Lac Historical Society sent a thank you for allowing the display of the "Great Lakes, Small Streams".

4. Comments from the Public:

A. Member of the public, Richard Bradbury, spoke regarding the stability of staff names on the Library website.

5. Correspondence (Discussion and Possible Action)

A. Bank Statement from Seefeld Trust for January 2018

B. Bank Statement from Seefeld Trust for February 2018

6. Approval of Financial Reports:

A. List of bills paid since the last regular meeting: Motion to approve the bills as presented: Koch; second: Letcher; carried by roll call vote: yes eight (8); noes none (0); absent and not voting two (2).

B. Statement of Accounts: Motion to approve as presented: Morrell; second: Koch; carried by unanimous voice vote.

7. Director's Report:

A. Monthly Library Statistics

* There was a good turnout for Susan Ringer's retirement party and the presentation of her proclamation at the City Council meeting on March 14th.

* Bolthouse shared that he had met with representatives from Otis and the cost estimate came in substantially less than the initial estimate. Thanks to the help of the purchasing manager at City Hall, he was able to make use of a cooperative purchasing group we are part of to keep us exempt from having to go through a sealed bid process. We are looking at approximately 14 weeks for them to get the supplies, once the agreement has been signed, and about 12 weeks to install. The project will probably take place in October or November.

* Burgess shared that the library re-carpeting project was complete and went well. We were about 2 weeks ahead of schedule. Comments from the public have been very positive.

* The Browser Open is this weekend. There are more financial sponsors this year than in previous years.

* The new bookdrops have arrived. That project will begin when the weather warms up.

8. Old Business: None

9. New Business:

A. Record Retention Policy: Motion to approve the Record Retention Policy as presented: Morrell; second: Block; carried by unanimous voice vote. In June of 2017, the state developed a new records retention schedule. Bolthouse's suggestion is to approve the schedule.

B. Annual Report Statement of System Effectiveness: Motion to approve as presented: Koch; second: Morrell; carried by unanimous voice vote. Bolthouse shared the statement of system effectiveness.

10. Other: None.

11. Adjournment: Motion to adjourn: Koch; second: Morrell; carried by unanimous voice vote. Meeting was adjourned by Board President Mel Kolstad at 5:00 pm.

Respectfully submitted,

Laurie Moore
Administrative Assistant