

## **MINUTES OF THE JUNEAU PUBLIC LIBRARY BOARD OF TRUSTEES**

**Wednesday, July 13, 2022**

President Eileen Gratton called the meeting to order at 5:01 PM. Present were Eileen Gratton, Wj Smedema, Kay Marose, Jenifer Hirschfeld, Jessica Johnson, and Library Director Jannette Thrane.

Absent: Rosemary Smanz, Jean Haan

### **Public Comment:**

None

### **Agenda:**

-A motion to approve the agenda made by Kay Marose and seconded by J Hirschfeld. Motion carried.

### **Minutes:**

-A motion to approve the minutes of the May 11, 2022 meeting was made by K Marose and seconded by J Hirschfeld. Motion carried.

### **Budget:**

-Director Thrane shared the monthly expense report for May and June 2022. A motion to approve the May City of Juneau expenses was made by K Marose and seconded by Wj Smedema. Motion carried. A motion to approve the June City of Juneau expenses was made by J Hirschfeld and seconded by J Johnson. Motion carried.

-Year-to date city expenditures were shared for 2022.

### **Financial:**

-A motion to approve payment of the bills from May 11-June 8, 2022, was made by Kay Marose and seconded by E Gratton. Motion carried.

-A motion to approve payment of the bills from June 9-July 12, 2022, was made by K Marose and seconded by E Gratton. Motion carried.

-A motion to approve the May 2022 Treasurer's Report was made by Wj Smedema and seconded by K Marose. Motion carried.

-A motion to approve the June 2022 Treasurer's Report was made by K Marose and seconded by Wj Smedema. Motion carried.

-Year-to-date Board expenditures were shared.

-F & M CD matured on July 12. We have 10 days to move it. A motion was made by E Gratton and seconded by K Marose to move this CD to Landmark Credit Union for a one-year period. Motion carried.

### **Building/Grounds:**

- Director Thrane updated the Board on the concerns about AC unit emissions. DPW placed a barrier wall up. Concerns over the cost and who is paying for it, maintaining it, etc. was discussed. Director Thrane was asked to contact Finance for more information.
- Tree/shrubs on the east side of the library will be removed in the future.
- Bluebird house has been removed.

### **Personnel:**

- Library Director J Thrane shared library page staffing for the summer
- Library Director J Thrane shared the need for a temporary employee job description. A motion was made by K Marose and seconded by J Johnson to approve the temporary employee job description as shared by Director Thrane. Motion carried.
- Director Thrane shared that she will be hiring Mackenzie Black as the temporary employee.

### **Services & Programs:**

- June programming stats were shared
- July programming was shared
- Year to date circulation totals were shared
- Hoopla digital statistics on monthly use were shared
- WhoFi monthly statistics were shared
- "Oceans of Possibilities" Summer Reading Program was shared

### **Public Relations:**

- Centerfield Cinema update shared. Dates are the second Friday of each month through September

### **Library Board:**

- Jean Haan has been appointed by the mayor as a Library Board Trustee as of July 12, 2022
- Director Thrane shared that Annette Thompson served on the board for 13 years. A motion was made by E Gratton and seconded by J Hirschfeld to purchase a gift certificate for a nursery as a years of service recognition gift not to exceed \$50. Motion carried.

### **Library Hours:**

- Director Thrane shared the possibility of closing one week in August for a large library collection weeding project in preparation for RFID tagging. Curbside pickup would still be available. The library will be closed the week of August 22, 2022.

### **Policies:**

- The Collection Development Policy discussion was discussed. The questions on the Request for Reconsideration of Library Materials page were reviewed. Revised version will be available at a future meeting.
- Milwaukee Domes Pass Policy was shared

### **Monarch Library System:**

- MLS staffing update shared
- Library Director J Thrane shared information about the upcoming Dodge County Fair booth

**Director's Report:**

-Written report was provided.

**Board Planning:**

-The next monthly meeting of the Juneau Library Board of Trustees will be held on Wednesday, Aug 10, 2022, at 5:00 pm.

A motion to adjourn at 6:42 pm was made by Wj Smedema and seconded by J Hirschfeld.  
Motion carried.

Respectfully submitted,

Wendy Jo Smedema/Secretary