

## Library Board Meeting Minutes

December 1, 2022

Present: Beth, Elizabeth, Charlotte, Grace, Shannon and Stuart

Called to order at 4:59 p.m. by Grace

Treasurer's Report – presented by Beth; current balance is \$172.10; discussed income and expenses; discussed Stuart asking Village Office to transfer some funds from general library account to library checking account so there is more of a balance in the account; discussed CD with maturity date of 12/05/22 -- #30800 –Beth discussed with bank – we will lock in for another three years at 3.5% interest rate; there are three CDs for library total; Motion to accept Treasurer's Report – Shannon, Seconded by Elizabeth. Motion passed 5-0

Secretary's Report – no changes; motion to accept minutes of September 28, 2022 meeting – Beth, seconded by Shannon. Motion passed 5-0

### Business

- A) Discussion on interest in booking the National Mississippi River Museum and Aquarium for Summer of 2023 – Discussion of cost (\$450 for one hour program + 60 cents per mile), location (possibly in library or Legion Building, if approved), and date and time of day to be determined. Stuart went to program at Watertown Public Library and there were about 200 attendees. If approved, Stuart would consider a sign-up process so we know approximate audience size. Since the choice has to be made if the program brings a stingray or a shark, Stuart will consider doing a Would You Rather selection process in the library to see what people are interested in seeing. Also would consider when advertising this program, do it as a donation/collecting opportunity to advertise this as a free program but encourage the attendees to optionally “bring a canned good or personal hygiene item” for the local pantries. Motion by Beth, seconded by Elizabeth, to contract and spend up to \$800 for the program during the Summer 2023. Motion passed 5-0.
- B) Possible Internet and Computer Use Policy updates; Stuart described that we need to update the Internet and Computer Use Policy. Very few youth take the form home and return it with the parents' signature with the form that was established in excess of 5 plus years ago. Grace suggested we change form to have youth sign form that mirrors an Acceptable Use Policy similar to what the youth do at school. Elizabeth will provide the example that is in the Student Handbook and used for the K-12 students. Stuart will rework the form, consider posting rules of computer use in the library and bring progress to board members at next meeting. Motion made to discontinue use of current form by Beth; seconded by Elizabeth. Motion passed 5-0.

### Reports

- A) Update on circulation and library visits – tremendous increase of visits over last year. Grace mentioned that increase in library visits is all to the credit of Stuart for programs that he has implemented and this has increased library visits. Stuart has made some tremendous efforts at building the programs in the library for all ages and the board is exceptionally impressed with his efforts. Stuart presented library visits, print circulation, electronic circulation and PC usage for August, September, October and November.

**Statistics August - November 2022**

	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>
<b>Library Visits</b>	<b>448</b> <i>(2021: 269 )</i>	<b>340</b> <i>(2021: 204)</i>	<b>380 + 121</b> (program) <i>(2021: 235)</i>	<b>306</b> <i>(2021: 261)</i>
<b>Print Circulation</b>	<b>638</b> <i>(2021: 554)</i>	<b>410</b> <i>(2021: 486)</i>	<b>509</b> <i>(2021: 510 )</i>	<b>318</b> <i>(2021: 498)</i>
<b>Electronic Circulation</b>	132 <i>(2021: 97)</i>	138 <i>(2021:108 )</i>	161 <i>(2021: 120)</i>	<i>(2021: 120)</i>
<b>PC Usage</b>	<b>95</b> <i>(2021: 38)</i>	<b>73</b> <i>(2021:31 )</i>	<b>71</b> <i>(2021: 27)</i>	<b>68</b> <i>(2021: 27)</i>

B) Update on programs since last meeting and future programs

1. Programs over last few months – numbers have had a drop since school started;
  - a. Story Time (toddler) Stuart is considering some changes for Story Time— board discussed possibly doing virtual story time for winter months, is also considering a Pajama Story Time event
  - b. Book Club for Adults – 6 to 8 people usually come, last book did not have great feedback so only 2 people participated
  - c. After School – discussed some new ideas moving forward and went over numbers of attendees in each program
    - i. Stuart is advertising on social media (Facebook)
    - ii. Bought \$500 worth of board games for circulation – Family Board Game Night next Monday night
    - iii. Ornament creation station starts next week
    - iv. Nintendo Switch and VR – popularity has declined; Stuart may consider putting away until summer to increase a new interest
    - v. Pumpkin Painting – 39 attendees and it was cold that day!

- vi. 13 seed packets still checked out even with colder weather
- vii. Book or Treat – VERY successful with 121 tricksters; set up in library, gave out books, candy, decorated with cob webs and played spooky music and 4 people signed up for library cards
- viii. Oct 26<sup>th</sup> – visited middle school and spoke to the 6<sup>th</sup> grade students about how to use the library, programs and how to access Libby/electronic circulation
- ix. Book Sale – in entry way – made \$6 – Stuart will move sign that books are for technically for sale.
- x. Dungeons and Dragons – a middle school student has taken over the leadership and program is still going in the library.

**Program numbers September - November 2022**

	<b>Number of Programs</b>	<b>Attendance</b>
<b>After School Hour</b>	8	53
<b>Nintendo Switch and VR Hour</b>	11	52
<b>Story Time</b>	2	2 (0 and 2)
<b>Adult Book Club</b>	2	6 (4 and 2)
<b>Pumpkin Painting</b>	N/A	39
<b>Seed Library</b>	N/A	13 packets
<b>Book or Treat</b>	N/A	121
<b>October 26th school visit</b>	N/A	N/A
<b>Book Sale cart</b>	N/A	Raised \$6
<b>Dungeons and Dragons</b>	4	16

2. Upcoming programs
  - a. After school program every Monday at 4 p.m.
  - b. Family Board Game Night – next Monday, December 5<sup>th</sup>
  - c. Adult Craft: December 10<sup>th</sup> at 10 a.m. – Book Christmas Trees
  - d. Movie Night and Pizza – December 15<sup>th</sup> -- discussed where to get pizza; It's A Wonderful Life
  - e. Book Club for Adults – books are now up on web site for next few months of book selections
  - f. Ornament Creation Station – always set up from next week until the end of Christmas
- C) Stuart's involved in the system wide Spanish language rotating collection – Stuart is part of this team to bring this rotating collection to Blanchardville. Stuart will also reach out to Mrs. Gordon, the high school Spanish teacher to share information.
- D) Updates from Village Board and School Representative
  - a. Shannon – nothing to update at this time
  - b. Elizabeth – nothing to discuss at this time

Additional comments from Library Board and Public not on the agenda – nothing at this time.

Next meeting: Wednesday, February 8<sup>th</sup> at 5 p.m.

Motion to adjourn by Beth; Seconded by Shannon. Motion passed 5-0

Adjourned at approximately 6:15 p.m.