

East Troy Lions Public Library

Board Meeting Minutes

September 14, 2021

1. **Call to Order:** President Murphy called the meeting to order at 4:31 pm. Director Gartman and Trustees Bartoli, Brobst, Consiglio, Manschot, Nugent, and Thomas were present.
2. **Citizen Participation:** No citizen participation.
3. **Approval of Library Board Minutes:** Approval of Minutes dated August 10, 2021. Trustee Manschot moved and Trustee Borbst seconded to approve the Minutes. Motion carried.
4. **Representative Reports:**
 - a. **Town of East Troy:** No report
 - b. **Town of Troy:** No report
 - c. **Village of East Troy:** No report
 - d. **East Troy School Board:** Half time librarian service begins this week. Bartoli's schedule will rotate in order to meet with students on a biweekly basis. The MS and HS have eliminated late fines for library materials.
 - e. **Lakeshores Library System (LLS):** LLS will provide a core system subscription to Hoopla (online database of magazines, books, audiobooks and movies and television shows, etc.) for all system libraries starting January 1st. More challenges to library materials are popping up; we do have a system in place to address a challenge through our collection policy. There are some ideas out there which could help tweak our policy and Director Gartman may bring them to the Board after some study. The Lake Geneva Library Building is currently closed for renovation until late spring of 2022. The library is currently operating out of an older downtown building for the time being. LLS will have to replace its major system server at Waterford Public Library sometime in 2022. This may result in some occasional system outages when this work is undertaken. The New Walworth County Library Planning committee is almost done with the new County Library Plan. Completion is hoped for in early October. This will codify the new County Library appropriation formula.
 - f. **East Troy Community Center:** Martha Bressler and Gartman did some brainstorming.
5. **Director's Report: Discussion/Action Items:**

- a. Library Expenditures Report - Money Collected - Library Financials (provided by the Village) - Library Statistics Report**
- b. Library Updates (Discussion): Programming Report -** The Summer Reading Program ended on Monday, August 30th with 84 children and parents at the pizza party. There were 25 prize drawings. A final report with statistics will be presented next month. Director Gartman would like to personally thank the volunteers who helped that day and the Friends who provided pizza and prizes. No one attended the Movie Night on August 27th. Nearly 100 pounds of food was collected for the East Troy food Pantry and twice that amount was collected for the Lakeland Animal Shelter. It was noticed that while the program ran about a week longer than normal, participation dropped off after the first week of August. Gartman contacted Michael Fields to discuss an Adult Program at the Heritage in December. **Staff Activity & News -** RFID tagging was completed on August 16th. Lakeshores IT picked up the tagging cart and placed a tagging scanner at Station #3 at the Front Desk. We can continue to tag new items as they come in. If we miss any, Racine will tag for us. Gartman extends his compliments to the Staff for all their hard work in completing this project in eight months. Friday, September 24th will be a Staff Meeting and Clean-Up day. On the agenda is a review of the Summer Reading Program, retraining on Library Card Sign-Up, and cleaning some messing areas of the library. **Building Update -** No report **Misc. -** Lakeshores ran a comparative Circulation Survey of 2019 and 2021 and shared it with all the Library Directors. Some observations include 1.) Overall circulation is hovering at about 75% of what it was in 2019. 2.) DVD circulation is way down, hovering at about 47% and dropping. This is likely due to a combination of fewer new films being released, some releases going straight to streaming platforms and a major increase in streaming by patrons. 3.) Book circulation is hovering at about 85% of what it was in 2019. 4.) Audio-Book circulation is hovering at about 40% and dropping while Playaways are picking up steam at 75% and increasing. This has been a slow trend for a while as many new vehicles no longer have CD players and patrons are gravitating to the easier to carry and use Playaways. 5.) Magazine use continues to plummet at about 25%. The county

will be appointing a trustee to the Board. Last week Friday a patron was removed from the library.

- c. Volunteer Duties & Policy (Discussion):** Discussion of what our policy might include.
 - d. 2022 Operating Budget (Discussion & Action):** The County held firm to the higher amount which will allow the hiring of a 10 hour a week staff person. This should make DPI happy. Trustee Thomas moved and Trustee Consiglio seconded to pass the 2022 Operating Budget. Motion carried.
 - e. Tri-Troy Agreement (Discussion):** Meeting is on September 16th.
 - f. Heritage Project (Discussion):** Board discussed questions brought up by an email from Candace Porter regarding options and feasibility of the library portion of the building as Oakbrook develops a cost estimate.
 - g. Friends of the Library Invitation (Discussion):** Gartman drafted a letter to invite people to join the Friends. Along with the Staff he has brainstormed a list of recipients.
- 6. Library Board - Future Items:** Vaccine mandate, Volunteer Policy
- 7. Adjourn:** President Murphy adjourned the meeting at 5:25 pm.

Next meeting: Monday October 11, 2021

Respectfully Submitted,

Tami Bartoli, Secretary