

**Library Board Meeting**  
**Thursday, May 25, 2023 at 7 AM**  
**Library Meeting Room 105 Perimeter Rd. Mount Horeb, WI 53572**

**Open: Meeting opened at 7:00 am**

**Present: Bullette (via Zoom), Craft, Leary, Maguire, Ott, Salerno, White and Director Gretzinger and Also Eric Crowe, Technical Services Librarian**

**Motion to Approve Minutes of April 27, 2023 was made**

**Motion was seconded**

**Result of Vote-all in favor**

**Treasurer's Report:** Approval of library bills – all bills and credit card payment approved

Endowment balance \$218,126, up 5.29% for the year

**Staff Presentation – Technical Services Librarian Eric Crowe**

Links, processes and maintains library materials, position was previously 2 part-time positions

Cataloguing 5,000 items added in 2022, coding stickers help patrons and staff identify and place materials, this helps make annual reports on collections and checkouts accurate

Collection maintenance, formerly done by volunteers

Shelf spacing, rearrange collections to maximize space

3 projects: 1) correcting library metadata for materials, replace item covers, labels and stickers and removing items that no longer exist due to weeding or changing catalogue platforms

2) Cataloguing local collections (busy boxes, board games) allows patrons to search and discover items and place holds (only local patrons can place holds)

3) Technology Inventory-track all technology related items and label, helps track replacement timelines

**Director's Report**

Library Budget Amendment, Village Board will vote on June 7<sup>th</sup>

SCLS data cutover June 28<sup>th</sup> – July 1<sup>st</sup> will use 2 hotspots for checkout, no WiFi, computer lab for patrons

Storage/Equipment update-if use Village cloud server system, more expensive (\$600/year for Village) best practices 2 hard copies and 1 off-site copy

Clarification on security footage requested official statement from Village of attorney

Replacement of tile in lobby, delayed again, will not be completed over Memorial Day weekend

April statistics-see attached

Meeting with Village Pres and Administrator, agreed that Library employees be included in Village pay scale, Village will look at its fund balance

**Policies** Exhibit and Display Policy,

**Review and Discuss** 2023 Endowment disbursement and agreement to participate in SCLS Technology Services

**Motion to approve updated Exhibit and Display Policy with a limit on Exhibit display policy of up to 6 weeks was made**

**Motion was seconded**

**Result of Vote-all in favor**

**Motion to approve 2023 Endowment disbursement was made to spend up to \$7000 for the Smart-TV, 2 OWLS, AED, Stop the Bleed kits and related accessories/materials**

**Motion was seconded**

**Result of Vote-all in favor**

**Motion to approve authorization/signature of Library Board for “Agreement to participate in SCLS Technology Services” was made**

**Motion was seconded**

**Result of Vote-all in favor**

**Future Agenda Items** Strategic plan, next 5-year capital requests, updated Dane County Library standards

**Motion to Adjourn made at 7:56 am**

**Motion was seconded**

**Result of Vote- all in favor**