

Jack Russell Memorial Library
Regular Meeting – Wednesday, March 13, 2024

This regular meeting of the Jack Russell Memorial Library board was called to order by President Purman at 4:30 PM in the JRML Community Room. Those present were Ms. Shari Purman, Mr. Craig Westfall, Ms. Emilee Mooney, Mr. Jamie Wolman, Mr. Allen Brown, Mr. Jeff Walters, Ms. Maggie Yoder, City Technology Coordinator Jack Ewing, Youth Services Librarian Greta Swigert, and Library Director Vanessa Taylir. Mr. Justin Webb was absent and excused.

CALL MEETING TO ORDER

APPROVAL OF AGENDA

Mr. Craig Westfall made a motion to approve the agenda. Mr. Allen Brown seconded the motion. Motion passed unanimously.

PUBLIC COMMENT PERIOD/APPEARANCES (5-Minute Limit) - None

OLD BUSINESS

Washington County/Monarch Library System Operating Updates – Discussion Only

Library Director Taylir provided Monarch Library System Updates. Monarch is working on Vega, a new system for the catalog, which includes an event calendar and a calendar for room reservations. Multiple libraries have used the system and liked it. The system wanted JRML to begin using the system in May, but Library Director Taylir requested it be pushed to September.

Friends of the Library - Discussion Only

Library Director Taylir attended the Friends meeting on Tuesday, March 5 and began getting to know the group. The Spring book sale will begin Wednesday, April 10 and run through Saturday, April 13 in the JRML Community Room.

Security Cameras – Discussion & Possible Action

City Technology Coordinator Jack Ewing presented updated camera quotes from Newport Network Solutions and Complex Security Solutions. The quotes have the same system and the same server. The board asked City Technology Coordinator Ewing his recommendation, which was Newport Network Solutions. The company has provided a more in-depth, customized proposal than Complex. Each company has equivalent customer service. The board asked if the 16-terabyte system from Newport would have enough storage space, as Complex's system proposes a 32-terabyte system. City Technology Coordinator Ewing stated that the 16-terabyte system is enough, as the newer cameras will take up less space than the current system, which is currently using 12 terabytes.

Mr. Craig Westfall made a motion to accept the quote from Newport Network Solutions up to, but not exceeding \$28,961.57. Mr. Jeff Walters seconded the motion. Motion passed unanimously.

NEW BUSINESS

Board Meeting Date Change for April -Discussion

Library Director Taylir reported that the Community Room has been accidentally double booked for the date of the next Library Board Meeting, Wednesday, April 10. The Friends book sale has been scheduled to begin that night. Board members could not do April 3 or April 24. The meeting cannot be held in the Conference Room on the second floor, as there is not enough room. Administrative Services Assistant Claas suggested the meeting take place in the History Room, as the board has done so previously. The board agreed to keep the meeting on Wednesday, April 10, but to hold it in the History Room on the second floor of the library.

Youth Services Librarian Report – Discussion Only

Youth Services Librarian Swigert updated the board about Youth events. Youth Services has events planned for the week of Spring Break, including Family Flix and grab and go kits for the solar eclipse. Storytimes will end Saturday, April 13, to allow a break for First-Grade Round-Up tours. A fieldtrip for a 4K class is in the works for the end of April. The summer calendar will be released in mid-April, with the theme of 'Travel Your World'. Youth Services Librarian Swigert spoke to two (2) people about potentially building a new puppet theatre. Both are working on a design.

Library Director Report – Discussion Only

Library Director Taylir provided library updates. The library welcomed two (2) new Library Aides on February 26. Both are doing quite well. One (1) of the new hires was a former board member of the Friends of the Library. The library will once again be hosting the HUHS Day of Service this Spring. The Adult Winter Reading Program had 281 entries with three (3) winners. The library has added three (3) Harley-Davidson Museum passes to the Adventure Pass program.

UNANIMOUS CONSENT AGENDA

The following items were on the unanimous consent agenda for the board's review and approval:

1. Approval of the February 14, 2024, Library board meeting minutes.
2. Approval of the financial reports comparing budgeted versus actual numbers for February 2024.
3. Approval of the library bills for February 2024.
4. Approval of the Jack Russell Memorial Library usage and services report for February 2024.
5. Approval of the Adult Services and Connections report for February 2024.
6. Approval of the Hartford History Room usage report for February 2024.
7. Approval of the Youth Services Monthly Program report for February 2024.

Mr. Craig Westfall made a motion to approve the Unanimous Consent Agenda. Ms. Maggie Yoder seconded. Motion passed unanimously.

CORRESPONDENCE

1. Thank you letter to Karin Borman for \$1,000 donation.

CLOSED SESSION

The board may enter closed session pursuant to Wisconsin Statutes 19.85 (1) (c) to consider the following: employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Personnel). A roll call vote will be taken to go into closed session. The Board will then reconvene into open session to continue the agenda and may act on topics discussed in the closed session.

Mr. Allen Brown made a motion to go into closed session at 4:51 PM. Mr. Jeff Walters seconded the motion. Motion passed unanimously.

Mr. Allen Brown made a motion to return to open session at 4:54 PM. Mr. Jeff Walters seconded the motion. Motion passed unanimously.

UPCOMING LIBRARY BOARD MEETINGS

A regular meeting will be held on Wednesday, April 10, 2024, at 4:30 PM in the Hartford History Room, located on the second floor of JRML.

ADJOURNMENT

Mr. Jamie Wolman made a motion to adjourn the meeting at 4:55 PM. Mr. Craig Westfall seconded the motion. Motion passed unanimously.

Respectfully submitted,
Kayla Claas
Administrative Services Assistant

KCC/MINUTES