

Jack Russell Memorial Library
Regular Meeting - Wednesday, September 11, 2024

This regular meeting of the Jack Russell Memorial Library board was called to order by Vice President Westfall at 4:30 PM in the JRML Community Room. Those present were Mr. Craig Westfall, Ms. Jennifer Novotny, Mr. Jamie Wolman, Mr. Allen Brown, Ms. Maggie Yoder, Mr. Jeff Walters, Youth Services Librarian Greta Swigert, Administrative Services Assistant Kayla Claas, and Library Director Vanessa Taylir. Ms. Shari Purman and Ms. Tina Savage were absent and excused.

CALL MEETING TO ORDER

APPROVAL OF AGENDA

Mr. Allen Brown made a motion to approve the agenda. Mr. Jamie Wolman seconded the motion. Motion passed unanimously.

PUBLIC COMMENT PERIOD/APPEARANCES (5-minute limit)

OLD BUSINESS

Washington County/Monarch Library System Operating Updates – Discussion Only

The Monarch Library System is working through a few issues. The new catalog, Discover, went live. Monarch is working through a few kinks. Libraries are discussing how problem tickets are submitted to Monarch, as too many of them are being labeled as ‘High’ priority. Monarch also emailed a guide to libraries pertaining to A.I. published books that are advertised on Amazon as Self-Published. Jack Russell Memorial Library will be hosting the Director’s Council on Thursday, September 12.

Friends of the Library – Discussion Only

The Friends of the Library had a meeting in September. Youth Services Librarian Swigert spoke at the meeting about the Summer Reading Program. The Friends Book Sale will be held the last week of October, Wednesday through Saturday. The group is working on finding new members, as well as a member to do social media posts, which library staff is currently assisting with.

NEW BUSINESS

Youth Services Librarian Report – Discussion Only

Youth Services Librarian Swigert presented the board with updates. The volunteer who ran the STEAM programming has gone to college and the library is looking for a new person to run the program. Subscription Bags are back. The library is still working on getting a new puppet theater made. Youth Services will retain Beanstack for the next three (3) years and did get a discount. Youth media has been moved, making it more of a part of the rest of the Juvenile materials.

Library Director Report – Discussion Only

Director Taylir provided library updates. The staff had a meeting yesterday morning, with City Administrator Steve Volkert attending, with his bi-annual State of the City address. There are two (2) new displays in the building, one for new DVDs by the first floor media and several at the end

of the Adult Fiction shelves on the second floor. The library is participating in the Heart and Homestead program, where citizens can pay off their down payment on a house by volunteering. The library is changing the software for public printing, which be easier for Monarch to help fix, as well as save the library money by no longer paying for a server.

The library is hosting two (2) new book clubs, one in person and one online. In-person adult craft nights will be making a return this month. Geek Bags have been released in the Library of Things. The library has been adding custom images to Thingery items for the new catalog. Director Taylir has joined two (2) work groups with Monarch. Director Taylir went to a retreat at New Berlin Library and got some information about the Annual Report. Large Print Books and Adult Audiobooks have been rearranged on the second floor. A new interactive calendar has been added to the library's website. Patrons will be able to reserve the Community Room through the calendar.

Introduction of New Staff – Discussion Only

Cheryl Meister has been working at the library since June as a Library Aide.

Welcome New Board Member – Discussion Only

Ms. Jennifer Novotny joined the board in August, replacing Ms. Emilee Mooney.

Library Board Meeting Dates for 2025 – Discussion & Action

The only change to these dates is the July meeting. The meeting has been pushed back a week so that there is more time to work on the budget.

Mr. Jeff Walters made a motion to approve the Library Board Meeting Dates for 2025. Mr. Jamie Wolman seconded. Motion passed unanimously.

Library Holiday/Closing Dates for 2025 – Discussion & Action

The library would like to add a staff in-service day on Friday, February 7 from 9:00-2:30. The library would open from 2:30-5:30. The holiday dates are the same as previous years, as determined by the City of Hartford.

Mr. Jamie Wolman made a motion to approve the Library Holiday & Closing Dates for 2025. Mr. Craig Westfall seconded the motion. Motion passed unanimously.

UNANIMOUS CONSENT AGENDA

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

1. Approval of the July 11, 2024, Library Board meeting minutes.
2. Approval of the August 21, 2024, Library Board meeting minutes.
3. Approval of the financial reports comparing budgeted versus actual numbers for July 2024.
4. Approval of the financial reports comparing budgeted versus actual numbers for August 2024.
5. Approval of the library bills for July 2024.
6. Approval of the library bills for August 2024.
7. Approval of the Jack Russell Memorial Library usage and services report for July 2024.

8. Approval of the Jack Russell Memorial Library usage and services report for August 2024.
9. Approval of the Adult Services & Connections Report for July 2024.
10. Approval of the Adult Services & Connections Report for August 2024.
11. Approval of the Hartford History Room usage report for July 2024.
12. Approval of the Hartford History Room usage report for August 2024.
13. Approval of the Youth Services Monthly program report for July 2024.
14. Approval of the Youth Services Monthly program report for August 2024.

Mr. Allen Brown made a motion to approve the Unanimous Consent Agenda. Mr. Jeff Walters seconded the motion. Motion passed unanimously.

CORRESPONDENCE

1. Thank you letter to Daniel Pagliaro for a donation of \$3,889.29
2. Thank you note to Cheryl Smith for a donation of a Telesensory Magnifier
3. Thank you cards from a Homeschool Group

UPCOMING LIBRARY BOARD MEETINGS

A regular meeting will be held on Wednesday, October 9, 2024, at 4:30 PM in the JRML Community Room.

ADJOURNMENT

Mr. Jeff Walters made a motion to adjourn the meeting at 5:20 PM. Motion seconded by Jamie Wolman. Motion passed unanimously.

Respectfully submitted,
Kayla Claas
Administrative Services Assistant

KCC/MINUTES