

Fort Atkinson Public Library Board Minutes  
September 13th, 2022

- I. The Fort Atkinson Public Library met on September 13th, 2022 in the library meeting room at 6:00 pm. The meeting was called to order by Brittany Schmitt. Present at the meeting: Librarian Laura Thomas, Brittany Schmitt, Mary Schwamman, Becky Smith, and Jessica Uhlenhake. Absent: Lindsay Vsetecka and Joan Busta.
- II. Motion to approve the September agenda was made by Mary Schwamman and seconded by Brittany Schmitt.
- III. The September bills and financial reports were presented and signed. Brittany Schmitt moved to approve the bills. Becky Smith seconded that motion.
- IV. Director's Report: Librarian Laura Thomas shared that footfall in the library has remained steady. Laura is looking into adding a "Makerspace" in the library.
- V. Old Business: Baker's and Taylor's website is up and running. Laura should be done with this by October. Accreditation is due February 2023; things are looking good. Laura shared the requirements for this accreditation. There are 20 optionals required to qualify for accreditation. We are currently at 18. The ILA Conference is the second week of October. Laura is going to attend. The conference cost is 180 dollars. The library will cover this. The hotel is 127 per night. Mary Schwamman made a motion for the library to cover the conference and hotel for this. Brittany Schmitt seconded this. Book Buddies is in the works to start again. ISU approached the library to hold programs when school is not in session. More information to follow. Board members discussed participating in a joint continuing education. Each member will read a chapter prior to the meeting and then discuss. This would qualify for our continuing education. Due to the COVID policies being dormant, it was decided to take off the agenda for next week and then revisit if things change.

VI. New Business: Laura is still looking into information regarding our Hosting Irrevocable Trust- Vanguard. Next steps will be to look into whether or not the city has a financial advisor and then go from there.

a. Supper with Santa/Foresters-

- 1) December 7th; snow date December 8th
- 2) 5:00-7:30
- 3) Adult ticket- \$10, Kid's ticket- \$5, Extra soup- \$3
- 4) Menu- chicken noodle and broccoli cheddar (made by Norske)
- 5) Change from buns to rolls and hot dog buns
- 6) Mary will get the mac and cheese

For next week's meeting, each member will read chapter 1 and 2 of the Iowa Library Trustee's Handbook with discussion to follow at the next meeting. Each member will also watch Robert's Rules of Order video to prepare for the next meeting. Laura has been working on organizing and updating the Junior Nonfiction section. Many books are outdated. Laura will work to get a quote on adding some new literature to the section. Laura has expressed interest in having a mentor to assist her with the ins and outs of the library. Discussion was held on changing the date of the monthly board meeting. Jessica Uhlenhake motioned to change board meetings to every second Wednesday of each month starting October 12th, 2022 at 6:00 pm. Becky Smith seconds this.

VII. Next meeting will occur on October 12th at 6:00pm.

VIII. Mary Schwamman motioned to adjourn the meeting. Brittany Schmitt seconded the motion.