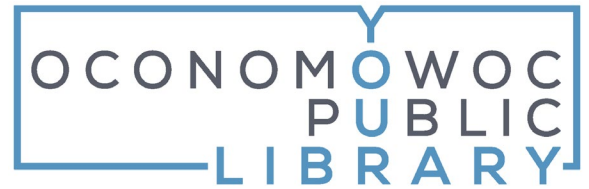


# OCONOMOWOC PUBLIC LIBRARY

## BOARD OF TRUSTEES



### REGULAR MEETING MINUTES

FEBRUARY 11, 2021

#### MEMBERS PRESENT

Orlin Foat, Jared Chapiewsky, Ben Nankee, Chas Schellpeper, Diane Knutson, Hollie Schick, Kristin Nelson, Barbara Elwood-Goetsch

#### MEMBERS ABSENT

Sheila Homberg, Lisa Baudoin

#### STAFF PRESENT

Betsy Bleck, Lissa Radder, Jennie Fidler

### REGULAR ORDER OF BUSINESS

#### A. CALL TO ORDER-ASCERTAIN POSTING OF AGENDA-MEMBERS PRESENT

Orlin Foat called the meeting to order at 6:01 pm. Agenda was properly posted.

#### B. MINUTES OF PREVIOUS MEETING

Chas Schellpeper moved to approve the minutes of the January 7, 2021 Regular Board Meeting.  
Jared Chapiewsky seconded and the motion carried.

#### C. COMMENTS FROM AUDIENCE

There were no audience or comments.

#### D. FINANCE AND STATISTIC REPORTS

The January 2021 Financial Report was reviewed.  
The January 2021 Statistical Report was reviewed.

#### Stats Up YTD

- Circulation - outreach; holds filled; juvenile cardholder checkouts; ILLs filled

- Services -
- Programs - adult attendance/participation

#### **Stats Down YTD**

- Circulation - all other circulation due to COVID-19
- Services - all service statistics due to COVID-19
- Programs - all programs and attendance due to COVID-19adult attendance/participation

### **E. PRESENT VOUCHERS FOR PAYMENT**

December 2020 vouchers paid in January 2021 totaling \$7,089.24 and January 2021 vouchers totaling \$12,981.13 were approved by Chas Schellpeper, Diane Knutson, and Ben Nankee

### **F. COMMUNICATIONS & ANNOUNCEMENTS**

The February 2021 newsletter and recent articles were included in the Board packet.

## **REPORTS**

### **A. COMMITTEE REPORTS (ONLY BOLD COMMITTEES WILL PRESENT)**

Planning Committee – Hollie Schick, Diane Knutson, Lisa Baudoin, Jared Chapiewsky

Last Meeting – January 4, 2021; Next Meeting – to be scheduled

Nominating Committee – Lisa Baudoin, Diane Knutson, Orlin Foat

Last Meeting – June 11, 2020; Next Meeting – to be scheduled

Finance Committee – Diane Knutson, Orlin Foat, Ben Nankee, Chas Schellpeper

Last Meeting – July 6, 2020; Next Meeting – to be scheduled

Operations Committee – Lisa Baudoin, Orlin Foat, Diane Knutson

Last Meeting – December 10, 2020; Next Meeting – to be scheduled

### **B. BOARD PRESIDENT REMARKS**

There were no Board President remarks.

### **C. BOARD MEMBER REMARKS**

Jared Chapiewsky's family enjoyed the Kids' Kitchen virtual event.

Hollie Schick thanked the Library for allowing Build a Park at 517 to use the display cases.

## **D. DIRECTOR'S REPORT**

### **Budget/Finance**

The final financial report for 2020 was included in the Board packet. We came in well under budget in our expenses, due to the pandemic. We collected less revenue from charges for public services, but more in grants and donations. Revenue related to circulation (county reimbursements) was not affected in 2020, because the 2020 reimbursements were calculated based on 2018 circulation numbers.

### **Collection Development/Reference**

Several areas of the collection (especially adult) are on the move. This will help make the collection flow more smoothly, and fit more items in our limited space.

Work on transitioning the picture book collection to “neighborhoods” continues. The first step is weeding the collection, which means checking for books that are outdated, no longer getting checked out, or in poor condition. We are hoping for a smooth transition to neighborhoods when the new shelving for picture books arrives this spring.

### **Continued System Involvement/Automation**

The Library catalog vendor, Polaris, made an error that resulted in incorrect overdue notices going out to patrons. Patrons were notified via an email blast. Polaris knows what caused the issue, to avoid that happening again.

### **Friends of OPL**

The Friends held their quarterly board meeting in late January. They decided to start a PayPal account and allow electronic funds transfers to their bank account. This will make it possible for them to sell books online. Sometimes we have antique or otherwise valuable books that would be better sold online than at the book sales. The next step is to find a Friend to manage those online sales.

### **Fundraising**

Former staff member Kate Shea, who is now an author of novels for young adults (her nom de plume is KM Shea) has offered to fund the purchase of several new meeting room tables. The tables are on their way. They will be a much-needed improvement over the current ones. Kate's donation will purchase eight tables, and Library operating budget will cover the remaining six. The vendor is Rhyme.

## **Operations**

The Library follows the mask mandate. However, we do have some patrons with medical exemptions (ME) from wearing a mask. The Library does not enforce a time limit on patron visits, due to staff time and logistical issues – and most patrons are in and out pretty quickly, anyway. However, we have a few ME patrons who use the Library's computers, which keeps them in the Library for a longer time. For those patrons, we have placed a computer in Study Room 1, so they can be in an enclosed area, minimizing COVID risk for themselves and others. The computer is by appointment only, and patrons can generally walk in and make an immediate appointment.

## **Personnel/Continuing Education**

Our part-time reference librarian Deanna Moore has been hired as the Circulation Supervisor at the Pewaukee Public Library. Her last day will be Saturday, February 13. We have posted for her replacement.

Western Lakes Fire Department (WLFD) is managing administering the COVID vaccine for City staff and adults in our immediate families, as we become eligible.

## **Planning**

Betsy Bleck and Lissa Radder are working on the annual report we must file with the Department of Public Instruction each year. The report is about our operations, collections, services, staffing, and finances in 2020. COVID has made this more difficult. Bridges Library System Director Karol Kennedy and the State are both providing helpful information and resources.

## **Programming**

The Winter Reading program ran from December 7-January 31. I was very pleased with participation:

- 157 people registered
- 101 active readers
- 41 people completed the challenge
- 1675 badges earned
- Participants read 121,758 minutes.

## **NEW BUSINESS**

### **A. CONSIDER/ACT ON AUTHORIZING LIBRARY BOARD PRESIDENT TO SIGN STATE ANNUAL REPORT AND STATEMENT OF SYSTEM EFFECTIVENESS**

Hollie Schick moved to authorize the Library Board President to sign state Annual Report and Statement of System Effectiveness. Chas Schellpeper seconded and the motion carried.

## **ADJOURN**

Chas Schellpeper moved to adjourn the meeting at 6:34 pm. Hollie Schick seconded and the motion carried.

Lissa Radder, Administrative Coordinator