

OCONOMOWOC PUBLIC LIBRARY

BOARD OF TRUSTEES



REGULAR MEETING MINUTES

APRIL 8, 2021

MEMBERS PRESENT

Diane Knutson, Hollie Schick, Jared Chapiewsky, Kristin Nelson, Chas Schellpeper, Ben Nankee, Lisa Baudoin, Orlin Foat

MEMBERS ABSENT

Sheila Homberg, Barbara Elwood-Goetsch

STAFF PRESENT

Betsy Bleck, Lissa Radder

REGULAR ORDER OF BUSINESS

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

Orlin Foat called the meeting to order at 6:02 pm. Agenda was properly posted.

B. MINUTES OF PREVIOUS MEETING

Hollie Schick moved to approve the minutes of the March 11, 2021 Regular Board Meeting with the revision discussed. Diane Knutson seconded and the motion carried.

C. COMMENTS FROM AUDIENCE

There as an unidentified audience member present. There were no comments.

D. FINANCE AND STATISTIC REPORTS

The March 2021 Financial Report was reviewed.

The May 2021 and first quarter Statistical Report was reviewed.

The Board was presented with new chart options for the Statistical Report. The Board will review the current and new formats at the May meeting.

Stats Up YTD

- Circulation - City, Waukesha, Jefferson, Dodge, and total circulation; OverDrive, hoopla, Lucky Day books; holds, renewals, and ILL filled
- Programs - Adult attendance, teen programs, teen attendance

Stats Down YTD

- Circulation - Washington and Dodge
- Services - All services statistics are down
- Programs - Adult and children's programs; children's attendance

E. PRESENT VOUCHERS FOR PAYMENT

Vouchers totaling \$25,014.18 were verbally approved by Chas Schellpeper, Hollie Schick, and Diane Knutson.

F. COMMUNICATIONS & ANNOUNCEMENTS

Betsy Bleck shared that we have received many Libraries Step Up postcards that have been mailed to elected officials at the State level.

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 – April 8, 2020; Next Meeting –

Members Present - Orlin Foat, Jared Chapiewsky, Diane Knutson, Lisa Baudoin

Diane Knutson called the meeting to order at 5:30 pm.

Orlin Foat nominated Jared Chapiewsky for President. Lisa Baudoin suggested Ben Nankee, Kristin Nelson, or Sheila Homberg for Vice President or Secretary. Diane Knutson will contact the possible candidates to see if they are interested in one of the positions.

Lisa Baudoin moved to adjourn the meeting at 5:43 pm. Orlin Foat seconded and motion carried.

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

There were no Board Member remarks.

D. DIRECTOR'S REPORT

Budget/Finance

Capital requests will be due this spring. Betsy Bleck will propose that our request for 2022 be to implement Radio Frequency Identification (RFID) at the Library. RFID is a system that starts with a special tag in each item in the Library's collection. RFID will allow us to offer the option of using self-checkout, will speed up service for staff and patrons, will assist with inventory, and will free up staff time for other duties, among other efficiencies. RFID is becoming standard, and has been in use for 20 years. All libraries in Bridges/CAFE will need to transition to RFID sooner than later, and right now there is cost savings on RFID tags if we do cooperative bulk purchasing through Bridges. Betsy Bleck will prepare a more detailed presentation for the Board.

Building/Facilities

The Library put up a Garden Sun Bubble and Adirondack chairs inside on the west side of the building. This was funded by a grant from the Oconomowoc Area Foundation.

Collection Development/Reference

Early Learning Kits are now available to patrons. These are themed collections of books, toys, audiovisual materials, and a user guide. A grant from Bridges Library System made this possible. We unveiled them in the last few days of March.

The Cataloging Department has been hard at work on updating various call numbers to be consistent across the collection. Some recent updates have been to the World Languages DVDs and the kids' graphic novels.

We are aiming for a soft launch of the Career Kits in April. A grant from the Oconomowoc Area Foundation funded the Career Kits. This is a collection of five backpacks, each of which includes a laptop, wifi hotspot, books on careers and resume writing, a mouse, and mousepad.

The transition to Picture Book Neighborhoods continues. When our new picture book shelving arrives (estimated time of arrival is late April, per the vendor) we will transition to shelving by “neighborhood,” or theme. Books will be alphabetized by author within each neighborhood. This will help patrons find what they need more easily.

Communications

The “Libraries Step Up” campaign seems to be going well. This is a statewide effort to let state legislators know the critical roles libraries played during the pandemic. This is a state budget year, and it is vital that legislators know that funding for library systems is more important than ever. Patrons can pick up a postcard at the library, write a message to their legislator, and mail it on their own or drop it off and we’ll mail it.

Continued System Involvement/Automation

The Library now has an app. You can check your account, search the catalog, look up library events and programs, and connect to all our digital resources there. It also works as a digital library card. To download, just visit the app store and search “Bridges Libraries” or “CAFÉ Libraries.”

Operations

The Library will stay open until 8 pm Monday–Thursday, starting Monday, April 5. We will keep our weekend hours as they are—those change to summer hours at Memorial Day anyway, and we want to avoid confusing patrons with adding more hours now only to shorten them so soon.

As you know, the Supreme Court ended the Governor’s mask mandate on March 31. The Library will continue to follow City Hall’s lead, as far as rules on masking. At this time, this means staff are still required to wear a mask, at least through the month of April, at which time the City will reassess the need. For patrons, masks are no longer required, but are “Strongly Encouraged.” We will still offer a mask to patrons who arrive without one.

The Library's new website will go live in April. Lissa Radder managed that project, and did an outstanding job. She gathered feedback from staff and patrons, implemented current recommendations and best practices, and the result is top-notch.

Personnel/Continuing Education

Circulation staff member Bethany Pagel's son Jordan recorded a video for children's book author Brad Meltzer, and it has gone viral on Twitter—it is up over 60,400 views. The author responded with a wonderful video to Jordan. The Pagel family was interviewed for NBC's weekend program. The segment should air on Saturday April 3 at 5:30 pm.

Planning

This year, Orlin Foat and Betsy Bleck concluded that we don't need the full board to approve the public-facing version of the Strategic Plan, since the Board already approved the substantive part, the plan itself. Staff will create a public-facing version of the Strategic Plan, but the Board won't need to act on it. So, there won't be need for an additional Planning Committee meeting or further action on the Strategic Plan this month.

Programming

Two adult programs we anticipate will be extremely popular with citizens, one with Wisconsin gardening expert Melinda Myers, and one with Wisconsin Foodie TV host Luke Zahm. We are able to offer these events due to splitting the cost with neighboring libraries, and the virtual format.

We have an in-person program on Saturday April 3: The Great Egg Hunt. Since this event takes place throughout the Library, and its traffic is managed by staff at the door, we are confident we can offer this program safely.

NEW BUSINESS

A. 1ST QUARTER STRATEGIC PLAN UPDATE

STRATEGIC VISIONS

Lifelong Learning

We are committed to fostering curiosity and quenching every thirst for knowledge — it's the core of everything we do, and evident to everyone we serve.

- Find effective, innovative ways to support all learners -- online, in-school, hybrid, homeschool, college students, and returning adults
 - Early Learning Kits are out, which are a new way to support hands-on learning for young patrons. The kits also include User Guides, which are full of great tips for caregivers about early learning.
 - The Library's app makes it easier for learners to access digital learning resources from their phone
 - The Library continues to mix virtual programs with take-and-make options. I am especially excited about collaborations with other libraries, which have allowed us to afford well-known speakers that would normally be out of our price range.
 - Study Room 1 has a computer in it, which will soon have a webcam. This will be useful for learners who need to attend classes online, as well as for job interviews, and even online counseling appointments.
- Transition to picture book neighborhoods in new shelving
 - As I mentioned in the Director's Report, the new picture book shelving should arrive in late April. Staff are hard at work reorganizing and updating the cataloging in that collection.

Community Engagement

We will partner with individuals, businesses, non-profits, and schools to deliver relevant and timely services and access to information.

- **Seek innovative ways to serve current patrons and reach new ones through the pandemic**
 - The app will be a great boost in this area.
 - The Career Kits will offer new support to job seekers, and the Early Learning Kits are new and getting a great response.
 - The Library belongs to several area Facebook groups, and answers questions and promotes services when appropriate. Examples are local parenting pages and homeschooling pages.
 - The Teen Discord server is an effort to meet teens where they are. We hope to reach new teens through the server.
 - The desk pedaler is now available for patrons to use while in the Library, and is in regular (though not exactly heavy) use. We are not able to circulate a pedaler yet, because the model that is the most durable and easy to use is too heavy to circulate. This is a nice way to get a little exercise while patrons are a bit cooped up due to the

pandemic. This was a partnership with Divine Redeemer Lutheran School's robotics program.

- The Library's expanded recycling program includes household batteries, cellphones, hearing aids, glasses, and ink cartridges. The Lions continue to handle the glasses and hearing aids, we have several organizations to choose from for the phones, and we have an account with Batteries Plus for the batteries.
- The two exchange programs we have tried have gone over very well (puzzle exchange in February, games in April).
- Kelsey Butterfield is working on a more permanent setup for Curbside Pickup, as we intend to continue to offer this service in the future.
- The sun bubble will be a fun addition, a feel-good thing for our community.
- **As senior living facility locations become more numerous, consider how to sustain growth of Mobile Library program.**
 - Jennie Fidler toured a new senior living facility, the Evin. We hope to find ways to partner with that facility when it is ready – it is quite new still, and is still working toward full capacity.
- **Unveil new website to improve patrons' access to Library information**
 - The new website will go live in early April.
- **Library Board of Trustees supports the staff's implementation of the Strategic Plan and Mission Statement. Staff uses Strategic Plan and Mission Statement to guide decision making and to define the scope of Library services.**
 - Please do let me know if this format of quarterly reporting meets your needs, or if you need additional information, or have other ideas to share.
 - As you can see from the progress staff has already made, we are using the Strategic Plan to guide our efforts this year. Next steps will be for me to work with the Human Resources department to update our staff evaluation forms to follow (or at least incorporate) the Strategic Plan.

Diversity and Inclusion

- **Everyone in our community will recognize themselves in the diversity of our collection and programming.**
 - Ensure that staffing meets the evolving needs of our community
 - Our part-time Reference and Programming Librarian, Amelia Malling, is translating patron-facing written materials into Spanish.
- **Develop and maintain inclusive, safe, welcoming spaces and services**

- Staff continue to keep eyes and ears open for areas in which our community might appreciate additional information and resources. For example, our display at the front of the Library right now features Asian American Stories and Experiences. The display includes a curated list of resources for learning more, or for support.
- Staff has tried very hard to make sure everyone feels safe and welcome during the pandemic. During the first quarter, we continued to notice that patrons have a wide range of what makes them feel safe and welcome right now. Some patrons are not coming in because they do not feel safe without everyone in masks, and some patrons are not coming in because they do not want to have to wear a mask. Overall, most patrons have been very respectful of each other and staff.
- **Continue commitment to improving the Library facility's accessibility**
 - Staff follow the Style Guide when creating patron-facing print materials and signs, to ensure they are as accessible as possible.
 - Staff consulted with Bridges Library System's Angela Meyers for assistance with making sure our new picture book shelving itself and the layout of the shelving will be accessible.
 - Library staff continue a multi-phase effort to rearrange the adult collection in a way that will move the large print collection closer to the front of the Library, as that collection has the most users with mobility challenges.

B. DISCUSS PLAN FOR UPCOMING MEETINGS - IN-PERSON VS. VIRTUAL

Betsy Bleck shared the results of the Board survey regarding when to go back to in person meetings. The May meeting will be virtual. Betsy Bleck will poll the Board again at the May meeting for their preferred format for the June meeting.

C. APPROVE ALLOWABLE COSTS WORKSHEET

Bridges Library System collects financial data to calculate the county reimbursement formula as a part of their annual budget process.

Diane Knutson moved to approve Allowable Costs Worksheet. Hollie Schick seconded and the motion carried.

D. APPROVE ANNUAL REPORT WITH CORRECTIONS

Betsy Bleck reviewed corrections that were made to the Annual Report since the Board approved it at the March Board meeting.

Diane Knutson moved to approve Annual Report with corrections. Jared Chapiewsky seconded and the motion carried.

ADJOURN

Chas Schellpeper moved to adjourn the meeting at 6:43 pm. Hollie Schick seconded and the motion carried.

Lissa Radder, Administrative Coordinator