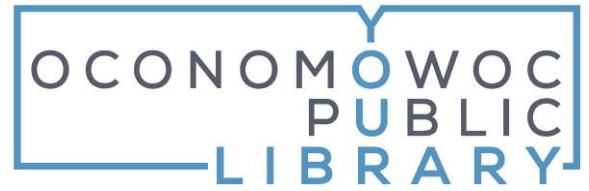


OCONOMOWOC PUBLIC LIBRARY

BOARD OF TRUSTEES



REGULAR MEETING MINUTES

MAY 13, 2021

MEMBERS PRESENT

Ben Nankee, Jared Chapiewsky, Sheila Homberg, Hollie Schick, Kristin Nelson, Lisa Baudoin

MEMBERS ABSENT

Orlin Foat, Barbara Elwood-Goetsch, Chas Schellpeper

STAFF PRESENT

Betsy Bleck, Lissa Radder, Jennie Fidler

REGULAR ORDER OF BUSINESS

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

Jared Chapiewsky called the meeting to order at 6:04 PM. Agenda was properly posted.

B. MINUTES OF PREVIOUS MEETING

Hollie Schick moved to approve the minutes of the April 8, 2021 Regular Board Meeting with the revision discussed. Ben Nankee seconded and the motion carried.

C. COMMENTS FROM AUDIENCE

Dermot Dolan, Reference Librarian introduced himself.

D. FINANCE AND STATISTIC REPORTS

The April 2021 Financial Report was reviewed.

The April 2021 Statistical Report was reviewed.

Stats Up YTD

- Circulation – City, Waukesha County, Jefferson County, Dodge County, total circulation; OverDrive and hoopla
- Programs – adult and teen attendance,

Stats Down YTD

- Circulation – Washington and Dodge Counties
- Services – Library visits
- Programs – total programs and attendance, adult programs, kids programs and attendance

E. PRESENT VOUCHERS FOR PAYMENT

Vouchers totaling \$27,507.84 were verbally approved by Diane Knutson, Ben Nankee, and Hollie Schick.

F. COMMUNICATIONS & ANNOUNCEMENTS

The May 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 – April 8, 2020; Next Meeting – to be scheduled

Members Present - Jared Chapiewsky, Lisa Baudoin, Diane Knutson

Jared Chapiewsky called the meeting to order at 5:52 pm.

Slate of nominees:

- Orlin Foat - President
- Ben Nankee & Kristin Nelson - Vice President
- Sheila Homberg - Secretary

Lisa Baudoin moved to present the slate of nominees to the full Board. Jared Chapiewsky seconded and motion carried.

Diane Knutson moved to adjourn the meeting at 5:59 pm. Lisa Baudoin 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

Hollie Schick commented that community attendees should introduce themselves at meetings. Betsy Bleck consulted with the Library system director. She was told community meeting attendees cannot be required to be identified in public forum meetings.

D. DIRECTOR'S REPORT

Budget/Finance

The Library's capital budget request is due on May 28. The Board will consider approving our draft request at this month's Board meeting. After capital, we will work on the operating budget.

Collection Development/Reference

The Library began circulating a collection of Rokus in early May. The Rokus include various combinations of Netflix, hulu, ESPN+, Disney+, and AcornTV. This collection is funded by a grant from the Oconomowoc Area Foundation.

The Emergency Broadband Benefit (EBB) is a temporary FCC program to help households struggling to afford internet service during the pandemic. Eligible households can enroll to receive a monthly discount off the cost of broadband service from an approved provider. The program will begin on Wednesday, May 12. People can enroll either through an approved provider, or by visiting [GetEmergencyBroadband.org](https://www.getemergencybroadband.org). The FCC has asked libraries to assist with promoting and helping people enroll in the program.

Communications

The Libraries Step Up campaign continues, and likely will into June, during the state budget process. Once the program wraps up, Betsy Bleck will provide a handout for you with all the great messages patrons wrote for legislators.

Continued System Involvement/Automation

The new CAFÉ Libraries app has received outstanding feedback from patrons. It is a one-stop shop for searching the catalog, finding events, managing your account, and accessing research resources.

Friends of OPL

The Friends Board meeting was held virtually on Wednesday, May 12 at 7 pm. The Friends book sale will be May 14-16, with slightly expanded hours to help spread visitors out a bit.

Operations

The Library will transition to normal summer hours after Memorial Day. Saturday hours will be 9 am-1 pm, and the Library will remain closed on Sundays.

The Farmers Market began on May 1. This presents parking challenges each year, so this year we communicated proactively with patrons to consider visiting on a different day, or to plan on allowing extra time to find a spot, or to park farther away and walk.

The Library is partnering with the Utilities Department and a group of local high school students to offer a lightbulb recycling drop-off point. People can drop off lightbulbs at the Library, then the students will take the lightbulbs to Utilities for their existing lightbulb recycling service.

Kelsey Butterfield, Circulation Supervisor, has been researching practical long-term solutions for offering Curbside Pickup. She has hit upon a solution that would not only allow us to offer Curbside, but would also allow after-hours pickup: Outdoor lockers that patrons can open with their PIN. It could be practical to pursue COVID-related grant funding for the project. If the price comes in higher than anticipated and grant funding is not available, we might need to wait and budget for this in 2022.

The Lyke Room remains unavailable for public bookings, and will throughout the summer. This summer, staff will need to use the Lyke Room for summer prize pickup, to allow more space and distancing than possible in the usual location, the Debbink Room (which is now full of furniture we are storing to assist with social distancing).

We have begun enforcing a two-hour time limit on study room use. Demand for study rooms is very high right now.

As you know from last month's Director's Report, the Library now "Strongly Encourages" masks, rather than requiring. Staff no longer offer a mask automatically to visitors who arrive without a mask, but we do have them available if someone requests one.

Personnel/Continuing Education

Steve Hannemann retired from the Circulation team, so we have posted for his successor.

Library Page Mackenzie Ewing accepted full-time employment elsewhere, so we have posted for her successor, as well.

The Library has hired Rebecca Dickman, longtime Library patron and volunteer, for the role of Summer Library Program Assistant.

The Wisconsin Association of Public Libraries (WAPL Conference) took place May 4-7. Jennie Fidler presented on Compact Outreach (how to offer outreach without a bookmobile bus, and during a pandemic). She did a wonderful job, and attendees offered very positive feedback on the value and quality of her presentation.

Caitlin Schaffer completed Project READY, a free online curriculum for library staff covering topics of race, equity, and access. "READY" stands for "Project Reimagining Equity and Access for Diverse Youth."

Programming

Plans for the Library's summer offerings are well underway. Programs and events will include a combination of limited in-person, outdoor, virtual, and take-and-make events. The reading program will be available in both app and paper-based versions.

Public Relations

The Library's new website is now live. Lissa Radder was responsible for that project, and the results are wonderful. The web address remains the same: oconomowoclibrary.org.

NEW BUSINESS

A. CONSIDER/ACT ON APPROVING WAUKESHA COUNTY LIBRARY STANDARDS CERTIFICATION

One part of the process to exempt City residents from the county library tax each year is for the library Board to certify the library's compliance with various standards. The standards letter and compliance form for the Board's review and approval is attached.

Hollie Schick moved to approve Waukesha County Library Standards Certification. Lisa Baudoin seconded and the motion carried.

B. PRESENTATION AND DISCUSSION ON RADIO FREQUENCY IDENTIFICATION (RFID)

Betsy Bleck shared information on RFID.

C. CONSIDER/ACT ON APPROVING LIBRARY'S 2022-2026 CAPITAL REQUEST

The Library's capital request for 2022-2026 is due on May 28. Betsy Bleck suggested the following requests for the Board's consideration:

- 2022: Implement Radio Frequency Identification: Still waiting on one more quote, but estimate \$47,000 based on the quote we've received so far.
- 2023: Complete Space Needs Analysis to determine renovation or expansion needs and possibilities: \$25,000
- 2024: (no capital request; focus on fundraising and planning based on the results of the Space Needs Analysis)
- 2025: Begin renovation or expansion, if recommended by Space Needs Analysis (no cost estimate yet, pending results of Space Needs Analysis)
- 2026: (no capital request)

Ben Nankee moved to approved the Library's 2022-2026 Capital Request. Sheila Homberg seconded and the motion carried.

D. CONSIDER/ACT ON APPROVING SLATE OF CANDIDATES FOR BOARD OFFICERS

The Nominating Committee presented the slate of candidates for the Board's consideration:

- Orlin Foat - President
- Ben Nankee & Kristin Nelson - Vice President
- Sheila Homberg - Secretary

Hollie Schick nominated Diane Knutson for Board President.

Ben Nankee moved to approve the slate of candidates for Board Officers. Sheila Homberg seconded and the motion carried.

E. CONSIDER/ACT ON APPROVING CAREER KIT PATRON AGREEMENT

The Library is ready to start circulating Career Kits. These kits include a laptop and accessories, hotspot, and several books. Due to the high cost a patron would incur if they lose the kit or a component, Betsy Bleck recommended the Board require patrons to sign an agreement prior to checking out a Career Kit. The City Attorney has reviewed the draft agreement included in your packet.

Hollie Schick with revision moved approve the Career Kit Patron Agreement. Sheila Homberg seconded and the motion carried.

ADJOURN

Diane Knutson moved to adjourn the meeting at 7:24 PM. Hollie Schick seconded and the motion carried.

Lissa Radder, Administrative Coordinator