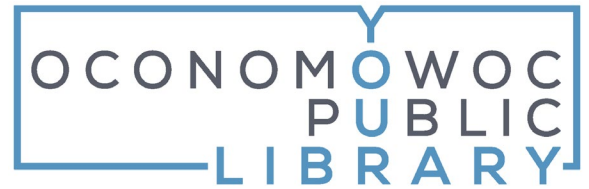


# OCONOMOWOC PUBLIC LIBRARY

## BOARD OF TRUSTEES



### REGULAR MEETING MINUTES

JUNE 10, 2021

#### MEMBERS PRESENT

Orlin Foat, Jared Chapiewsky, Barbara Elwood-Goetsch, Chas Schellpeper, Hollie Schick, Lisa Baudoin, Diane Knutson, Sheila Homberg, Kristin Nelson

#### MEMBERS ABSENT

Ben Nankee

#### 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 6:04 PM. Agenda was properly posted.

#### B. MINUTES OF PREVIOUS MEETING

Hollie Schick moved to approve the minutes of the May 13, 2021 Regular Board Meeting. Jared Chapiewsky seconded and the motion carried.

#### C. COMMENTS FROM AUDIENCE

Calvin Zimmerman shared plans to film a movie this summer and would like to use the Library in July. Betsy Bleck will discuss options with City Administration.

Anne Prestwor, new Circulation staff member, introduced herself.

#### D. FINANCE AND STATISTIC REPORTS

The May 2021 Financial Report was reviewed.

The May 2021 Statistical Report was reviewed.

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

Vouchers totaling \$14,972.88 were approved.

## **F. COMMUNICATIONS & ANNOUNCEMENTS**

The 2021 Summer Library Program brochure and Bridges staff reports 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

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**

Orlin Foat attended the Farmer's Market with Kelsey Butterfield and said there was a great turnout.

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

Sheila Homberg thanked the Library for all the great promotional materials sent to the schools for the summer library program.

Barb Elwood-Goetsch commented on the interest in Summer Reading Program signing up at the Farmer's Market.

Jared Chapiewsky resigned from the Board because his family is moving out of the City.

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

### **Budget/Finance**

Betsy Bleck submitted the following capital request, per the Library Board's direction at the meeting in May. The final requests were:

- 2022: RFID Implementation, \$47,874
- 2023: Space Needs Analysis, \$25,000
- 2024: No capital request
- 2025: Remodel/expand building, depending on Space Needs Analysis results. Dollar amount to be determined, pending analysis results.

### **Building/Facilities**

The new picture book shelving has arrived, and patrons and staff have offered very positive feedback so far. Staff continue to work on the large project of transitioning to picture book "neighborhoods," or topic-based organization, which will take several months.

### **Collection Development/Reference**

We are in the midst of a big shifting project involving some shelving that moved to the teen section, as well as the adult nonfiction and fiction collections. This is a large shift that will take several weeks.

### **Communications**

The Library received updated guidance from the City regarding masks. As of June 1, there is no mask policy for patrons (masks had been "recommended") and the City recommends, rather than requires, staff to wear a mask while working.

### **Friends of OPL**

The Friends book sale went very well. Traffic and sales were down from a normal year, but still solid for taking place during a pandemic.

### **Fundraising**

The Library received a generous donations of \$1,500 from patron Cindy Rosandich, \$1,000 from Barb Elwood-Goetsch, and \$250 from the Oconomowoc Junior Woman's Club. These donations are undesignated, and will go to the gift fund pending a decision on how to spend these generous donations.

## **Operations**

We have returned to our normal, pre-COVID number of public computers, and our IT contractor will soon allow patrons to once again extend their own time allotment up to two hours. We had paused that capability during COVID, when we needed to make sure our reduced number of computers would serve as many people as possible.

## **Personnel/Continuing Education**

Linda Karpinski, Library Support Assistant, has announced her plans to retire this fall. Linda has worked at the Library since 2007. We wish her well in her retirement!

Amelia Malling, Reference Librarian, has resigned. The position will be posted soon.

## **Planning**

The City is working on updating the Strategic Plan. Due to the Library Board's unique authority and role, the Library's representation in the City Strategic Plan is limited to those areas that have to do with the City's role as fiscal agent in the Library's long-term plans. As such, the Strategic Plan mentions the need to monitor the Library's facility needs, calls for completing a Space Needs Analysis in 2023, and then considering next steps pending the results of the analysis. This plan matches the Library's capital budget request, as well.

## **Programming**

The summer reading program kicks off on June 7. Please visit [oconomowoclibrary.org/go/SLP-2021](https://oconomowoclibrary.org/go/SLP-2021) for complete details. We are offering a mix of in-person indoor, in-person outdoor, remote, and take-and-make programs, in addition to the reading program. All ages can do the reading program, and may choose a paper-based or app-based version.

More than 100 people attended Storytime on the Beach this week.

## **NEW BUSINESS**

### **A. CONSIDER/ACT ON APPROVING THREE JOB DESCRIPTIONS**

Recommended restructure:

- Eliminate Library Support Assistant position, distribute duties to Cataloging and Circulation staff.
- The current Cataloging Processing Aide position will change to Cataloging Assistant and become a full time position. Additional duties will be added (e.g. programs assistance).
- The current Administrative Coordinator position will be restructured into a Marketing, Communications, and Adult Programming Coordinator position.
- A part time Administrative Assistant will be hired to provide bookkeeping, Board, and administrative support at 20 hours per week.

Betsy Bleck recommended the Board approve the job descriptions, and not budget to fill the Library Support Assistant position when that staff member retires later this year. By creating the three positions and budgeting 7.5 hours of additional circulation staff wages weekly, we will see several operational benefits, and save over \$6,000 in 2022.

Lisa Baudoin moved to approved the job descriptions. Diane Knutson seconded and the motion carried.

### **B. CONSIDER/ACT ON APPROVING PRELIMINARY STAFFING PLAN FOR RFID TAGGING**

Funding to implement RFID (Radio Frequency Identification) in 2022 is in the Library's capital budget request. A large part of this project will be adding an RFID tag to each item in the Library's print and audiovisual collections. Bridges Library System is providing tags for the Library's current print materials. Betsy Bleck proposed using budgeted staff hours for starting tagging in 2021. The Library would close one day a week for one month; and tag before and after hours on other days.

Diane Knutson moved to approve preliminary staffing plan for RFID tagging. Lisa Baudoin seconded and the motion carried.

### **C. ELECTION OF BOARD OFFICERS**

Per the board's bylaws, our newly elected officers will assume their duties at the conclusion of the June board meeting.

Votes were cast by ballot. Eight Board members voted.

- Orlin Foat for President – 1 vote
- Diane Knutson for President – 7 votes
- Ben Nankee for Vice President – 4 votes
- Kristin Nelson for Vice President – 4 votes
- Sheila Homberg for Secretary – 7 votes

Voting was tied for Vice President so ballots were recast.

- Ben Nankee for Vice President – 3 votes
- Kristin Nelson for Vice President – 4 votes
- Diane Knutson – 1 vote

Orlin Foat announced the election results.

## **ADJOURN**

Hollie Schick moved to adjourn the meeting at 7:20 PM. Kristin Nelson seconded and the motion carried.

Lissa Radder, Administrative Coordinator