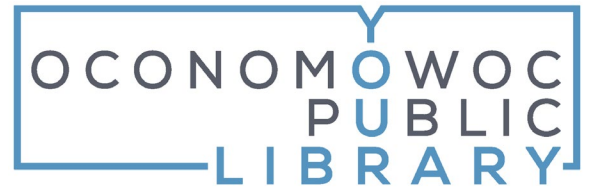


OCONOMOWOC PUBLIC LIBRARY

BOARD OF TRUSTEES



REGULAR MEETING MINUTES

MARCH 11, 2021

MEMBERS PRESENT

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

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 6:01 PM. Agenda was properly posted.

B. MINUTES OF PREVIOUS MEETING

Jared Chapiewsky moved to approve the minutes of the February 11, 2021 Regular Board Meeting.
Diane Knutson seconded and the motion carried.

C. COMMENTS FROM AUDIENCE

Betsy Bleck shared a comment from a patron who would like to attend a Board meeting but is not able to do so via Zoom. Betsy will survey the Board to see who would like to go back to in person meetings.

D. FINANCE AND STATISTIC REPORTS

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

Stats Up YTD

- Circulation - Waukesha and Jefferson counties; juvenile cardholders; OverDrive; renewals; holds filled; ILLs filled
- 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-19, adult attendance/participation

E. PRESENT VOUCHERS FOR PAYMENT

March 2021 vouchers totaling \$56,975.67 were verbally approved by Hollie Schick, Chas Schellpeper, and Diane Knutson.

F. COMMUNICATIONS & ANNOUNCEMENTS

The March 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 when needed

Nominating Committee – Lisa Baudoin, Diane Knutson, Orlin Foat

Last Meeting – June 11, 2020; Next Meeting – April 8, 2020

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

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

Operations Committee – Lisa Baudoin, Orlin Foat, Diane Knutson

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

B. BOARD PRESIDENT REMARKS

There were no Board President remarks.

C. BOARD MEMBER REMARKS

Diane Knutson thanked the Library for doing the puzzle exchange.

Lisa Baudoin complimented Caitlin Schaffer on her comments regarding the Dr. Seuss books.

D. DIRECTOR'S REPORT

Budget/Finance

The Library's request to carry over grant money was approved on March 2. This carryover is from two grants from the Oconomowoc Area Foundation for projects that are ongoing, in particular the Teen Stress SOS kits, and the upcoming addition of streaming devices to the Library's collection.

Collection Development/Reference

Several areas of the collection are moving around, to help fit the collection in our existing footprint, and to help the collection flow better. Hope Kramer has been driving this project, with key assistance from several other staff. Our building maintenance team, Don Murray and Tim Pearson, have been instrumental in this project, as well.

At-home access to Ancestry.com has been extended through June 2021.

Dr. Seuss Enterprises has decided to cease publication and licensing of six Seuss titles, due to their finding that "these books portray people in ways that are hurtful and wrong." Caitlin Schaffer has expertise in this area, and is happy to speak with anyone who might have questions on this matter. All but one of the copies of those titles that OPL owns were checked out when the news broke, and staff have holds on them so we can review them and consider the best course of action. These items are now at high risk of theft, because the titles are selling for large amounts of money.

Continued System Involvement/Automation

Work on the library app continues, with the app developers collecting feedback from testers, who are library staff from around Bridges. Several OPL staff tested the app, and it looks like it will be a great tool for our patrons.

Friends of OPL

The ongoing Friends book sale is now bigger than before. The ongoing sale used to be on one cart, but is now on two shelving units where the copy machine used to be. So far, patron feedback and sales have been very strong.

The Friends are determining what to do for the spring book sale.

Operations

The Library continues to offer a mask when patrons enter without one. If a patron claims a medical exemption, we discontinue the conversation, per advice from the City Attorney. If the patron does not claim a medical exemption but still refuses to wear a mask, we mention the mask mandate, and if they still refuse, we ask the patron to keep their visit brief, or to consider our Curbside Pickup service. The large majority of patrons enter wearing a mask, or accept and wear one when staff offer.

The Library will no longer quarantine returned materials. We had been quarantining returns for 24 hours, but have gathered that it is safe to discontinue this practice.

The Library will add later weekday evening hours back to our schedule starting April 1. This expansion of hours is possible at this time because:

- We will have a full roster of trained staff by then
- All but a few staff will have had their second vaccine doses by then
- As more people are vaccinated and the weather gets better, we're going to see more foot traffic, and we will want to spread visitors out over a longer period of time

Personnel/Continuing Education

The Library has a new part-time reference librarian, Dermot Dolan. Dermot will introduce himself at a board meeting in the near future.

Most staff have received their first dose of the COVID vaccine and some have had both doses, thanks to our City and the Western Lakes Fire Department. Staff are very grateful.

Planning

We will schedule a planning committee meeting for March or April, to finalize the document we want to use to communicate the Strategic Plan and other information.

Programming

Staff are working on the Summer Library Program. For our large events, we have two options, and will make a decision later in spring: A virtual performance, or an in-person, outdoor performance in the pavilion at Fowler Park. The Parks, Rec, and Forestry Department has generously offered that space to us at no cost. For the reading program itself, we will again offer an app-based option and a paper-based option.

Public Relations

As you know, public libraries in Wisconsin do not receive direct funding from the state. But our library systems depend on state funding, and local libraries depend on library systems. Libraries and library systems are doing a "Libraries Step Up" campaign inviting people to send a postcard to their state legislators telling them how the library stepped up for them during the pandemic. If you would like a postcard, please visit the Checkout Desk.

Library Legislative Day "Virtual Edition" was a success. Our Friends President, Sarah Hughes, met virtually with her State Representative's office. Since our Senate seat is currently vacant and B. Bleck's Representative's office was not available for an appointment, Bleck joined the meeting with Senator Kapenga's office.

NEW BUSINESS

A. CONSIDER/ACT ON APPROVING ANNUAL REPORT AND STATEMENT OF SYSTEM EFFECTIVENESS

Every year, the Library must report to the Wisconsin Department of Public Instruction on many aspects of the Library's finances, staffing, patron use, compliance with standards, and more. The Statement of System Effectiveness is the last page of the annual report, where Betsy Bleck indicated that the Board is pleased with services provided by our library system in 2020. Both signed documents were due on March 1, so Board President Orlin Foat signed them, per the Board's direction at the February Board meeting. Betsy Bleck also reviewed details of the full Annual Report that was submitted. The Board noted a few corrections, which staff will make and submit.

Hollie Schick moved to approve the 2020 Annual Report. Ben Nankee seconded and the motion carried.

Ben Nankee moved to approve the Statement of System Effectiveness. Hollie Schick seconded and the motion carried.

B. APPOINT NOMINATING COMMITTEE

The current appointed Nominating Committee members are Lisa Baudoin, Diane Knutson, and Jared Chapiewsky. The committee will meet at 5:30 pm on Thursday, April 8.

Hollie Schick moved to appoint the Nominating Committee.

Chas Schellpeper seconded and the motion carried.

ADJOURN

Hollie Schick moved to adjourn the meeting at 6:36 PM. Chas Schellpeper seconded and the motion carried.

Lissa Radder, Administrative Coordinator