

OCONOMOWOC PUBLIC LIBRARY

BOARD OF TRUSTEES



REGULAR MEETING MINUTES

AUGUST 12, 2021

MEMBERS PRESENT

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

MEMBERS ABSENT

Hollie Schick

STAFF PRESENT

Betsy Bleck, Lissa Radder, Jennie Fidler, Kelsey Butterfield

REGULAR ORDER OF BUSINESS

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

Diane Knutson called the meeting to order at 6:04 PM. The agenda was properly posted.

B. MINUTES OF PREVIOUS MEETING

Ben Nankee moved to approve the minutes of the July 8, 2021 Regular Board Meeting. Lisa Baudoin seconded and the motion carried.

C. COMMENTS FROM AUDIENCE

John Kruse, new Reference Librarian, introduced himself.

Kelsey Butterfield introduced the new Animal Ambassador.

D. FINANCE AND STATISTIC REPORTS

The July 2021 Finance and Statistic Reports were reviewed.

E. PRESENT VOUCHERS FOR PAYMENT

July 2021 vouchers totaling \$24,529.30 were approved.

F. COMMUNICATIONS & ANNOUNCEMENTS

Bridges Staff Reports and recent articles were included in the Board packet.

REPORTS

A. COMMITTEE REPORTS (ONLY BOLD COMMITTEES WILL PRESENT)

Planning Committee - H. Schick, D. Knutson, L. Baudoin

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

Nominating Committee – D. Knutson

Last Meeting – April 8, 2020; Next Meeting – to be scheduled

Finance Committee – D. Knutson, C. Schellpeper

Last Meeting – July 7, 2021; Next Meeting – to be scheduled

Operations Committee – L. Baudoin, D. Knutson

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

B. BOARD PRESIDENT REMARKS

Diane Knutson suggested sharing information on the Career Kits with local churches.

She also suggested sharing the upcoming Memory Café program details with the Senior Center.

C. BOARD MEMBER REMARKS

Orlin Foat announced that he is moving and will no longer be on the Board. Betsy Bleck is working on finding replacements for both Orlin and Jared Chapiewsky.

D. DIRECTOR'S REPORT

Budget/Finance

On August 10, the Common Council approved the Library's request for funding for RFID implementation in 2022.

Building/Facilities

On Friday, July 15, someone drove up onto the curb and hit the bike rack, then drove away. A patron and a neighbor saw the incident and noted the vehicle's description and license plate. The police were very helpful, and will work with the City Finance department on the driver reimbursing the cost of replacing the bike rack.

Collection Development/Reference

The Library's Career Kits are now available for patrons. Each kit includes a laptop, hotspot, and books and resources for job seekers. People interested in checking one out should call Hope Kramer, Head of Reference.

Communications

The Library received some very nice messages from patrons recently, one of which is in your board packet.

Continued System Involvement/Automation

The Integrated Library System (the patron-facing catalog and the back end) will be down during an upgrade on Tuesday, August 24. The upgrades usually go smoothly and quickly, and sometimes are even complete before the Library opens. Patrons will still be able to check out during the downtime, but they must have their library card with them.

Friends of OPL

The next Friends board meeting will be Wednesday, August 18 at 7 pm.

Operations

Starting Labor Day, the Library will move to its "regular hours." This only affects Saturdays (open 9 am-5 pm) and Sundays (open 1-4 pm).

The Library will be closed September 4-6 for Labor Day.

The day of the Lake Country Triathlon (July 31 this year) is a perennial parking problem. Staff and the police department thought up some ways to manage parking that day that helped a lot, though we still had a few patrons who voiced their frustration.

The Operations Committee will meet before the September meeting to discuss a Record Retention Policy.

Personnel/Continuing Education

Linda Karpinski's last day of work before retiring will be Friday, September 17. Staff are working to ensure that transition will go as smoothly as possible.

We have a new member of our team of part-time Reference Librarians. John Kruse is pursuing his Master of Library and Information Studies degree, and had a previous career in school social work.

Trustee Training Week is coming up August 23-27! These are free one-hour sessions over the lunch hour, and cover a range of topics of interest to trustees. Please register for any sessions that interest you at wistrusteetraining.com.

Board Vice President Kristin Nelson's membership in WLA is now active. It has become tradition for the board's Vice President to belong to WLA.

Programming

The registration numbers for the Summer Reading Program were:

- Adults: 210
- Kids: 930
- Teens: 106
- Total: 1,246

Of course, this is a lower number than our pre-pandemic years. Our highest total ever was over 2,000 readers. But I am pleased with this number, considering the ongoing effects of the pandemic.

Most fall programs will be in-person, if pandemic safety precautions do not change. To manage crowds at storytime, we will offer four sessions of the same storytime, which will require registrations that will be capped at a certain number. Crowding has not been an issue at Baby Storytime, so that session will not require registration. We hope that by offering four identical storytimes, we can space visitors out enough to avoid problems and give patrons enough options that they do not miss out on storytime.

Public Relations

The contest to name the Library's (yet-to-be-acquired) Bearded Dragon has been a lot of fun. Patrons submitted a whopping 814 suggestions for names, which staff are working to narrow to three finalists, and the public will decide on the final name. That will happen toward the end of August.

NEW BUSINESS

A. Consider/Act on Closing Dates for RFID Tagging

The Board approved a preliminary plan to close the building to patrons for some days this fall, to allow staff to tag the collection. Now I would like the board to approve the specific dates.

I propose the Library building be closed to patrons on four Fridays, spread over October and November.

These are the first and third Fridays of these two months:

- October 1
- October 15
- November 5
- November 19

Fridays are our lowest-circulation days, which is an indicator that Fridays would pose the least inconvenience to patrons. Further, spreading the four dates over two months will be less of a burden to patrons than, for example, closing every Friday for a month.

Chas Schelpepper moved to approve the closing dates for RFID tagging. Sheila Homberg seconded and the motion carried.

ADJOURN

Orlin Foat moved to adjourn the meeting at 6:36 pm. Lisa Baudoin seconded and the motion carried.