

# OCONOMOWOC PUBLIC LIBRARY

## BOARD OF TRUSTEES



### REGULAR MEETING MINUTES

SEPTEMBER 9, 2021

#### MEMBERS PRESENT

Ben Nankee, Karen Kjensrud, Kerry Hansen, Barbara Elwood-Goetsch, Kristin Nelson, Hollie Schick, Chas Schellpeper

#### MEMBERS ABSENT

Diane Knutson, Sheila Homberg

#### STAFF PRESENT

Betsy Bleck, Lissa Radder, Jennie Fidler

### REGULAR ORDER OF BUSINESS

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

Kristin Nelson called the meeting to order at 6:01 pm. Agenda was properly posted.

#### B. MINUTES OF PREVIOUS MEETING

Ben Nankee moved to approve the minutes of the August 12, 2021 Regular Board Meeting. Chas Schellpeper seconded and motion carried.

#### C. COMMENTS FROM AUDIENCE

There were no audience or comments.

#### D. FINANCE AND STATISTIC REPORTS

The August 2021 Financial Report was reviewed.

The August 2021 Statistical Report was reviewed.

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

August 2021 vouchers totaling \$18,887.29 were approved.

## **F. COMMUNICATIONS & ANNOUNCEMENTS**

The September newsletter, August Bridges Staff Reports, 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

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

Nominating Committee – Lisa Baudoin, Diane Knutson,

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

Finance Committee – Diane Knutson, Ben Nankee, Chas Schellpeper

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

**Operations Committee** – Lisa Baudoin, Diane Knutson

**Last Meeting - September 8, 2021;** Next Meeting – to be scheduled

Diane Knutson called the meeting to order at 5:20 pm.

Diane Knutson and Lisa Baudoin were present.

Consider/Act on Adopting the Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems

Lisa Baudoin moved to recommend the Record Retention Schedule to the full Board.

Consider/Act on Approving the Record Retention Policy

Lisa Baudoin moved to recommend the Record Retention Policy to the full Board.

## **B. BOARD PRESIDENT REMARKS**

There were no Board President remarks.

## **C. BOARD MEMBER REMARKS**

Board members welcomed the two new Trustees.

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

### **Building/Facilities**

The Library is the evacuation point for Park Lawn Elementary. The students and staff will complete an evacuation drill on Friday, September 24. Judging from past experience, Betsy Bleck anticipates that the drill will go smoothly and quickly, with minimal disruption to others using the Library.

### **Collection Development/Reference**

Staff continue to work on transitioning the picture book collection to "Neighborhood" organization. This is a great opportunity to weed as we go, and the project is going smoothly, with excellent patron feedback.

The cataloging and reference departments continue to work through weeding and shifting in the adult nonfiction section. It is looking great – much easier to see what we have. It is good to weed now, before we begin tagging materials (so we don't waste a tag on an item that gets weeded soon after).

### **Continued System Involvement**

The upgrade to the Integrated Library System went very well on Tuesday, August 24. The system was up and running by mid-morning.

### **Friends of OPL**

The fall book sale will be October 8-10, 2021.

The Friends annual meeting will be Wednesday, October 13 at 7 pm

The next Friends board meeting will be Wednesday, November 3 at 6:30 pm

### **Operations**

The Library's longer fall/winter hours start after Labor Day (stay open until 5 pm on Saturdays, and 1-4 pm on Sundays).

Kelsey Butterfield will be project managing the RFID tagging. She has already done a wonderful job of managing the complicated logistics of getting every item in our collection tagged as quickly as possible. During September, staff will train on how to tag materials, and will begin tagging. Staff have exhibited great openness and cooperation for the additional work this project will require of us all. A reminder that the board approved closing on four Fridays this fall:

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

### **Personnel/Continuing Education**

Restructure update:

Linda Karpinski will retire effective September 17.

Monday, September 20, Tammi Klink will begin her full-time hours.

The application period for the part-time Administrative Assistant closed on Wednesday, September 1. We hope to begin interviews as quickly as possible.

Lissa Radder has begun training the staff who will be taking on her former duties in cataloging support and administrative support.

Elizabeth Bolton will be joining us as our new page, succeeding Olivia Bartman, who has left for college.

Jennie will be expanding her role in the Library Memory Project in 2022 by serving as a StoryCorps Facilitator and coordinating interviews with older adults living with memory loss. LMP's two-year partnership with StoryCorps, funded by Bader Philanthropies, will collect and preserve the stories and memories of local residents living with memory loss and their care partners.

### **Programming**

The Library will offer indoor, in-person storytime this fall (we offered in-person storytime outdoors over the summer). Registration will be required. There will be five identical storytimes per week, all for ages 0-5. We hope that will give as many patrons as possible the chance to find a storytime that works for them, that has space available. Baby Storytime will be the only non-identical storytime, and will be for ages 0-18 months.

## **NEW BUSINESS**

### **A. CONSIDER/ACT ON ADOPTING THE RECORD RETENTION SCHEDULE FOR WISCONSIN'S PUBLIC LIBRARIES AND PUBLIC LIBRARY SYSTEMS**

Betsy Bleck provided a link for the Board to review the Records Retention Schedule for Wisconsin Public Libraries.

From the Wisconsin Department of Public Instruction: "Adopting the schedule enables the Library to dispose of designated records without prior approval of the Wisconsin Historical Society. Previously, only those public libraries that had filed individual retention schedules with the Public Records Board and obtained a waiver from the Wisconsin Historical Society were permitted to dispose of records without prior notification and approval."

"Public libraries are advised to adopt this schedule, even if they do not have all the records listed in it, by completing and submitting (the) Notification of Adoption to the Wisconsin Historical Society and the Wisconsin Public Records Board..."

Chas Schelpepper moved to adopt the Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems. Ben Nankee seconded and motion carried. Hollie Schick abstained.

### **B. CONSIDER/ACT ON APPROVING RECORDS RETENTION POLICY**

Adopting a Records Retention Policy will assist the Library in the orderly management of records. This draft policy is based on those at Bridges and other system libraries.

Chas Schelpepper moved to approve the Records Retention Policy. Lisa Baudoin seconded and motion carried.

### **C. CONSIDER/ACT ON UPDATING GIFTS AND DONATIONS POLICY**

This update clarifies that the Library will not return donated books, audiovisual, and other materials that staff do not add to the collection. It also reorganizes the information in the policy, for clarity.

Hollie Schick moved to update the Gifts and Donations Policy. Ben Nankee seconded and motion carried.

## **ADJOURN**

Hollie Schick moved to adjourn the meeting at 6:38 pm. Chas Schellpeper seconded and the motion carried.

Lissa Radder, Administrative Coordinator