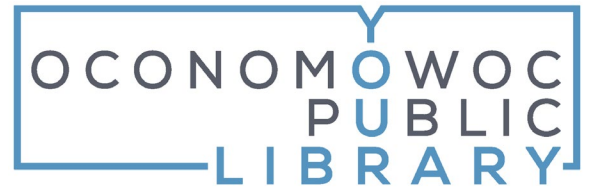


OCONOMOWOC PUBLIC LIBRARY

BOARD OF TRUSTEES



REGULAR MEETING MINUTES

OCTOBER 14, 2021

MEMBERS PRESENT

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

MEMBERS ABSENT

Lisa Baudoin

STAFF PRESENT

Betsy Bleck, Lissa Radder, Jennie Fidler, Shannon Bartholomew

REGULAR ORDER OF BUSINESS

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

Diane Knutson called the meeting to order at 6:02 PM. Agenda was properly posted.

B. MINUTES OF PREVIOUS MEETING

Hollie Schick moved to approve the minutes of the September 9, 2021 Regular Board Meeting. Ben Nankee seconded and motion carried.

C. COMMENTS FROM AUDIENCE

Shannon Bartholomew, the new Administrative Assistant, was introduced.

D. FINANCE AND STATISTIC REPORTS

The September 2021 Financial Report was reviewed.

The September 2021 Statistical Report was reviewed.

E. PRESENT VOUCHERS FOR PAYMENT

September 2021 vouchers totaling \$13,250.31 were approved.

F. COMMUNICATIONS & ANNOUNCEMENTS

The October newsletter, Bridges Staff Reports, and recent article 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, 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 7, 2021; Next Meeting – to be scheduled

Operations Committee – Lisa Baudoin, Orlin Foat, Diane Knutson

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

B. BOARD PRESIDENT REMARKS

Diane Knutson attended the Council budget meeting.

C. BOARD MEMBER REMARKS

Hollie Schick attended the Bridges Library System's Trustee Appreciation event. She expressed preference for the previous format, which featured authors as speakers.

D. DIRECTOR'S REPORT

Budget/Finance

I presented the Board's budget request at Committee of the Whole meetings on September 28 and 30. The Council did not make any changes to the amount allocated to the Library at this time. There was a discussion about Library staffing, and the Library's perpetual efforts to fulfill our mission as efficiently as possible, with limited resources. I explained the restructure, which saves money and makes operations

more efficient, even though it does cause a slight increase (.16) to our Full-time Equivalent number. One alderman expressed interest in taking a more holistic approach at understanding the staffing and operations at the Library. I indicated that I would be very happy to help. The next step in the budget process will be the public hearing and budget adoption, which is scheduled for Tuesday, November 2.

Building/Facilities

Staff are choosing a location to add posts to the Library's lawn, which will hold interchangeable banners to promote the Library's services, materials, and programs.

Collection Development/Reference

Staff are shifting collections, with the goal to get large print closer to the front of the Library. Many other parts of the collection need to move in order for that to happen, but the shift is in progress.

Career Kits will now circulate as a Lucky Day item, instead of patrons having to reserve with a staff member. Patrons will still need to sign the agreement form at checkout, per the Library Board's policy. Unfortunately, staff have recently found a number of books that patrons appear to have hidden or misshelved (for example, books moved from the new to regular stacks, shelved upside down with spine facing in). This happens from time to time, especially with nonfiction books about politics and social issues. This inhibits other patrons' ability to access the materials they need. Staff have not been able to identify the people responsible yet.

Staff also recently found dozens of religious comics and pamphlets in various locations around the Library. We gathered and discarded them, per Library policy.

Communications

During the budget process last week, Betsy Bleck received numerous calls, emails, texts, and visits from people who shared very positive feedback on the Library's efforts and performance, in particular about the Library's staff.

Continued System Involvement

There was a glitch after the latest update to Polaris that resulted in some patrons getting a break on their overdue fines. The upgrade somehow entered an incorrect (longer) grace period than we actually offer (the real grace period is three days). The issue is fixed now.

Thank you to all who attended the Bridges Trustee Appreciation virtual event. Betsy Bleck will share the recording when it becomes available.

Friends of OPL

The Friends Annual Meeting will be Wednesday October 13 at 7 pm in the Lyke Room.

The Friends book sale will be October 8-10.

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

Library Trustees are dues-free members of the Friends.

Fundraising

The Library received a WiLS Ideas Into Action grant to add outdoor lockers that will allow patrons to pick up holds outdoors and after hours. We have received the funds, and are in the process of ordering the equipment. Kelsey Butterfield is leading that effort.

Operations

RFID tagging is off to a great start. As of Monday, October 5, staff have tagged well over 10,000 items. On the first of the four days the building will be closed for tagging, staff tagged for over 50 hours and tagged 3,501 items. Betsy Bleck is so pleased with that number, and anticipate it will grow quite a bit on the next closed days, now that everyone is more familiar with how to tag.

Personnel/Continuing Education

Shannon Bartholomew began her position as the Library's part-time Administrative Assistant on Monday, October 4. She is a very fast learner, and Lissa is doing a wonderful job on training. Shannon will join us at this month's board meeting.

Rachel Faessler is joining the team as a Page. She succeeds Rowan Wilson, who resigned in September. Hope Kramer and I are almost finished with the hiring process for a part-time Reference Librarian to succeed Dermot Dolan.

The restructure transition is going very well. The last pieces to fall into place will be Lissa taking on adult programs, which will happen in January.

Staff received training on fire extinguisher, First Aid, automated defibrillator, and CPR on October 1.

Planning

The Planning Committee should meet in October or November to work on goals for 2022. The Planning Committee is Hollie Schick, Diane Knutson, and Lisa Baudoin. Jared Chapiewsky served on this committee, and since he is no longer on the Board, I assume we could use another member on the committee. If you are interested, please let committee chair Hollie Schick and me know.

Programming

Storytime is going very well. Families have been great about registering, and letting staff know if they have to miss a session, so another family can fill their spot.

NEW BUSINESS

A. CONSIDER/ACT ON UPDATING GIFTS & DONATIONS POLICY (SECOND READING)

Per the Board's bylaws, "Recommended policies will only become Library policies after they have been passed by majority vote at two consecutive Board meetings." We had the first reading for this and the next two items on the agenda last month, but did not waive the second reading.

Hollie Schick moved to Consider/Act on Updating Gifts & Donations Policy (second reading). Kerry Hansen seconded and motion carried.

B. CONSIDER/ACT ON ADOPTING RECORDS RETENTION SCHEDULE (SECOND READING)

Sheila Homberg moved to Consider/Act on Adopting Records Retention Schedule (second reading). Ben Nankee seconded and motion carried.

C. CONSIDER/ACT ON ADOPTING RECORDS RETENTION POLICY (SECOND READING)

Sheila Homberg moved to Consider/Act on Adopting Records Retention Policy (second reading). Kristin Nelson seconded and motion carried.

D. CONSIDER/ACT ON REALLOCATING PORTION OF 2021 HOOPLA FUNDING TO OVERDRIVE ADVANTAGE PROGRAM AND BOOKS BUDGET LINES

The Board budgeted the 2021 eMedia line to cover Hoopla costs, which we knew would depend on usage. The Board budgeted carefully so as not to run out of Hoopla funds, and as it turns out, the amount we budgeted is more than we need to cover this year's costs. Betsy Bleck propose using those unspent funds to purchase titles for the Overdrive Advantage Program, and for our adult books.

Hollie Schick moved to approve moving \$2,000 for books and \$1,700 for OverDrive Advantage purchases. Kerry Hansen seconded and motion carried.

E. DISCUSS THIRD QUARTER UPDATE ON STATISTICS, GIFT FUND, AND STRATEGIC PLAN

Betsy Bleck reviewed the Quarterly Statistics Report.

ADJOURN

Hollie Schick moved to adjourn the meeting at 6:56 PM. Chas Schellpeper seconded and the motion carried.

Lissa Radder, Administrative Coordinator