

# **OCONOMOWOC PUBLIC LIBRARY**

## **BOARD OF TRUSTEES**



### **REGULAR MEETING MINUTES**

#### **JANUARY 9, 2020 – REVISED 2/10/2020**

#### **MEMBERS PRESENT**

Matt Mulder, Orlin Foat, Lisa Baudoin, Lou Kowieski, Jared Chapiewsky, Kristin Nelson

#### **MEMBERS ABSENT**

Diane Knutson, Hollie Schick, Sheila Homberg, Barbara Elwood-Goetsch

#### **STAFF PRESENT**

Betsy Bleck, Lissa Radder

### **REGULAR ORDER OF BUSINESS**

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

Matt Mulder called the meeting to order at 6:07 pm.

#### **B. MINUTES OF PREVIOUS MEETING**

Motion to approve the December 12 Regular Board Meeting Minutes made by Kowieski and seconded by Baudoin.

#### **C. COMMENTS FROM AUDIENCE**

Betsy Bleck introduced new staff members Amanda Chack, Cataloging Processing Aide; Kelsey Butterfield, Circulation Supervisor; and Amelia Malling, Reference Librarian.

#### **D. FINANCE AND STATISTICAL REPORTS**

The December 2019 Financial Report was reviewed.  
The December 2019 Statistical Report was reviewed.

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

Vouchers totaling \$11,816.73 were approved.

#### **F. COMMUNICATIONS AND ANNOUNCEMENTS**

The January 2020 newsletter and recent articles were included in the board packet.

## REPORTS

### A. COMMITTEE REPORTS

**1. Facilities Committee - D. Murray, H. Schick, M. Frye, O. Foat**

- a. Last Meeting – December 13, 2018; Next Meeting – to be scheduled

**2. Planning Committee - H. Schick, D. Knutson, L. Baudoin, M. Mulder**

The January 9, 2019 meeting was canceled due to lack of quorum.

- a. Last Meeting – December 12, 2019; Next Meeting – January 12, 2020 at 5 pm

**3. Nominating Committee – D. Knutson, O. Foat**

- a. Last Meeting – April 10, 2019; Next Meeting – April 2020

**4. Finance Committee – M. Mulder, D. Knutson, L. Kowieski**

- a. Last Meeting – June 12, 2019; Next Meeting – to be scheduled

**5. Operations Committee – L. Baudoin, M. Mulder**

- a. Last Meeting – May 9, 2019; Next Meeting – as needed

**6. Fundraising Committee – L. Baudoin, D. Knutson, H. Schick**

- a. Last Meeting – March 1, 2018; Next Meeting – as needed

**7. Art Committee – K. Nelson, H. Schick, H. Kramer**

- a. Last Meeting – October 10, 2016; Next Meeting – as needed

### B. BOARD PRESIDENT REMARKS

There were no board president remarks.

### C. BOARD MEMBER REMARKS

Lou Kowieski asked for an update on the DMV room rental agreement. B. Bleck is evaluating the benefits of having the DMV at the library and will report her findings to the Board. Lou Kowieski suggested exploring moving the DMV to the new public safety building.

Orlin Foat encouraged members to consider attending Library Legislative Day. He also shared the dates for the 2020 WLA Conference in Green Bay.

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

##### **Budget/Finance**

The financial report that was included in the board packet indicates a balance of \$17,546 remaining in the operating budget. This number does not include all of the previous month's expenses. Once all December expenses are in, we estimate we will have between \$2,000 and \$3,000 remaining at year-end in operating (not wages).

A board member asked why the copier lease was higher in the past month. This is due to the transition from our old lease to our new lease. This will even out after the first of the year. Though the lease amount increased, overall, we are paying less with a reduction in the maintenance cost.

There will be a Committee of the Whole meeting on Tuesday, January 21, to discuss applying for a grant to fund a Space Needs Analysis for a possible building expansion/renovation.

The library has selected a vendor for the replacement sliding doors. Don Murray, the library's building maintenance manager, has reached out to the vendor to discuss scheduling.

We are inviting vendors to submit quotes for the Meeting Room flooring replacement project. We hope to have this complete before the summer reading program begins in June.

##### **Communications**

At the holidays, we received sweet notes and homemade treats from several patrons. We feel so lucky and appreciated.

We received a submission to our Suggestion Box to have a "Food for Fines" program next Thanksgiving. Patrons could donate non-perishable food items in exchange for reduced fines.

##### **Continued System Involvement/Automation**

Bridges is in the process of reviewing proposals for a library app. Part of the process is a demonstration by each vendor, which Betsy Bleck will attend on January 7. The app is one result of the feedback we received in the CAFÉ User Survey.

## **Friends of OPL**

The next Friends board meeting will be Wednesday, January 8 at 7 pm in the Spaulding Room. The main action item will be to consider/act on the Friends funding a YMCA at Pabst Farms Explore Pass.

## **Fundraising**

The library received numerous generous donations in memory of Dr. Irwin Hoeft. These donations went to the library board's gift fund.

## **Library Operations**

At the library board's suggestion, Betsy Bleck has been in touch with the Department of Transportation regarding their rate for using the Lyke Room twice per month. At this point, She is working to develop a relationship with the appropriate person, to start discussing the library's arrangement with the DOT. Betsy is also discussing with staff the pros and cons of the DOT's use of the meeting room. She will keep you posted as the situation develops.

Staff have done a great job of jumping in and trying the new web-based version of our Integrated Library System, which is called LEAP. LEAP is relatively intuitive, but nonetheless, learning it is not without its challenges, as with any new software.

The library was closed as usual on December 24, 25, 31, and January 1. The circulation staff had a great deal of returns to clear out of the book drops on those days after we were closed!

Updating the Library policies is included in the 2020 Business Plan. The Operations Committee will begin meeting to review the current policies.

## **Personnel/Continuing Education**

This month, Betsy Bleck will be wrapping up her role as a mentor with the Oconomowoc High School's Advanced Placement Digital Communications class.

## **Programming**

Hope Kramer has her traditional "Getting Started with Computers" series scheduled for each Monday in January. This goes over well every year.

Due to the popularity of the board games event we offered in November, we have a “Board Game Night for Adults” scheduled for 1/30/20 from 6-7:30 pm. We hope for another great turnout! Our new part-time reference and programming librarian, Amelia Malling, will host it.

## **NEW BUSINESS**

### **A. Q4 BUSINESS PLAN GOALS UPDATE**

Fourth quarter Business Plan goals were shared with the Board. Some items, including shared strategic plan work, drive organization, website redesign, and creating a staff intranet will continue into 2020.

### **B. REVIEW 2020 BUSINESS PLAN GOALS**

The board reviewed the 2020 Business Plan Goals.

#### **Administration**

- Examine library's sustainability practices
- Finish development of single source for tracking and updating procedures.
- Update data management and communication practices
- Update library's statements of philosophy and plan
- Remain active participant in system-wide initiatives, budgeting, and future planning.
- Ensure key stakeholders have a full understanding of library funding and the critical role of libraries today
- Advocate for better funding
- Ensure safety of staff and patrons in emergency situations
- Prepare for future fundraising needs of the library

#### **Board**

- Begin fundraising process for possible building expansion or renovation.
- Keep library's policies up-to-date
- Board involvement in director's annual review
- Library board supports library staff's efforts at community engagement by participating in community events on behalf of/in cooperation with the library
- Continue walk-through with new board member orientation
- Committees become or continue to be active and vital

#### **Building**

- Secure funding for space needs analysis
- Work with library staff, facilities committee, and city maintenance staff to update necessary areas of the library
- Continue to work with Facilities Committee to evaluate and improve library facility

## **Collection**

- Continue to ensure planning for, administration and funding of online content for patrons
- Librarians continue to develop and maintain the library's collection
- Consider costs and benefits of additional services available from vendors (e.g. book covering)

## **Outreach-Schools-Community**

- Library develops new relationships with partners near and far
- Make it easier for library patrons to return library materials
- Continue relationships between the library, schools, senior living facilities, home school groups, and a diverse array of community groups in the area
- Reinforce the fact that the library is a vital part of the community by participating in community events such as parades, fairs, etc.
- Continue to promote awareness of and participation in library services in OPL's service area

## **Programs-Services**

- Library staff continue to keep professional skills up-to-date
- Offer the best user experience possible to all who use the library in person, virtually, or over the phone.
- Keep programs and services up-to-date and of optimal value to our community
- Assist with 2020 Census
- Continue to explore ways to increase and diversify adult program offerings

## **Visibility**

- Marketing updates
- Continue to work with businesses and organizations and other city departments on marketing efforts

## **C. ACT ON SPECIAL 2020 CLOSING DATES**

The library has two special closing dates:

- 6 pm the fourth Wednesday in November
- The second Sunday in May

Betsy Bleck would also like to close for a day late in the year for staff development. She will update the Board with possible dates at a future meeting.

Motion to approve was made by Kowieski and seconded by Nelson.

**D. UPDATE OVERDUE FINE FOR HOTSPOTS**

Hotspots continue to be very popular with patrons. Betsy Bleck recommends increasing the fine to \$5/day from \$1/day.

Motion to approve to increase the Wi-Fi hotspot overdue fine to \$5 per day made by Chapiewsky and seconded by Kowieski.

**Adjourn**

Motion to adjourn was made by Kowieski and seconded by Baudoin.

Meeting adjourned at 7:29 pm.

Lissa Radder, Administrative Coordinator