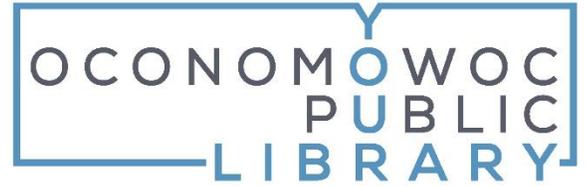


OCONOMOWOC PUBLIC LIBRARY BOARD OF TRUSTEES



REGULAR MEETING MINUTES

MARCH 12, 2020

MEMBERS PRESENT

Matt Mulder, Lisa Baudoin, Diane Knutson, Lou Kowieski, Jared Chapiewsky, Kristin Nelson, Hollie Schick, Barbara Elwood-Goetsch, Sheila Homberg, Orlin Foat

STAFF PRESENT

Betsy Bleck, Lissa Radder

REGULAR ORDER OF BUSINESS

CALL TO ORDER-ASCERTAIN POSTING OF AGENDA-MEMBERS PRESENT

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

MINUTES OF PREVIOUS MEETING

Motion to approve the minutes of the March 12, 2020 Regular Board Meeting was made by Diane Knutson and seconded by Hollie Schick.

COMMENTS FROM AUDIENCE

There were no audience or comments.

FINANCE & STATISTIC REPORTS

March Financial Report was reviewed.

March Statistic Report was reviewed. The Library closed starting March 16, 2020 due to COVID-19. No physical items have circulated since. Programs and being presented online. This month's statistics reflect half of the month with normal operation and the other half with the Library closed.

Stats Up YTD

- Circulation – Washington and other counties; total circulation; juvenile cardholders; OverDrive; renewals and holds filled; Lucky Day
- Services -
- Programs – adult and childrens programs; adult and teen attendance

Status Down YTD

- Circulation – City; Waukesha, Dodge, Jefferson Counties; adult cardholders
- Services – library visits, reference questions, room reservations
- Programs – teen programs; childrens attendance

PRESENT VOUCHERS FOR PAYMENT

Voucher for March 2020 totaling \$17,109.25 were approved.

COMMUNICATIONS & ANNOUNCEMENTS

Recent articles were included in the meeting packet.

REPORTS

COMMITTEE REPORTS

Facilities Committee - Don Murray, Hollie Schick, Mark Frye, Orlin Foat

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

Planning Committee - Hollie Schick, Diane Knutson, Lisa Baudoin, Matt Mulder

Last Meeting – March 12, 2020; Next Meeting – December 2020

Nominating Committee – Diane Knutson, Orlin Foat

Last Meeting – April 10, 2019; Next Meeting – April 2020

Finance Committee – Matt Mulder, Diane Knutson, Lou Kowieski

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

Operations Committee – Lisa Baudoin, Matt Mulder

Last Meeting - April 9, 2020; Next Meeting – May 14, 2020

Meeting Notes

Members Present - Lisa Baudoin, Diane Knutson, Hollie Schick

Lisa Baudoin called the meeting to order at 5:07 pm.

Review & Discussion

Consider/Act on recommending combining and updating Gift Fund Policy with the Gifts & Donations Policy:
First Reading.

The Committee reviewed the suggested updates to the policy, including the addition of planned giving.
Motion to approve the revised combined policy for presentation to the Board was made by M. Mulder.

Meeting adjourned at 5:18 pm.

Fundraising Committee – Lisa Baudoin, Diane Knutson, Hollie Schick

Last Meeting – March 1, 2018; Next Meeting – as needed

Art Committee – Kristin Nelson, Hollie Schick, Hope Kramer

Last Meeting – October 10, 2016; Next Meeting – as needed

BOARD PRESIDENT REMARKS

Matt Mulder commented on how great the online storytimes have been. He feels they are a great representation of the role the Library plays in the community.

BOARD MEMBER REMARKS

Orlin Foat and Kristin Nelson commented that the online storytimes are being enjoyed by their families.

LIBRARY DIRECTOR'S REPORT*

Budget/Finance

The City will let us know if the capital and budget timelines need to shift due to the pandemic.

The Library's circulation numbers are down during the closure. This could have an adverse effect on our county reimbursements for the year 2022. This will be an issue across the state, and most likely will be the subject of some discussion once we have a clearer picture of how long libraries will have to remain closed. Betsy Bleck will keep the Board updated as she learns more about what the discussion is around the state.

Building/Facilities

Our building maintenance crew does a daily walk-through of the building to ensure there are no problems with the facility. They have also graciously taken on emptying the book drop and watering the plants, which staff really appreciates.

The sliding doors will be replaced April 15-17, 2020.

Collection Development/Reference

The Bridges trial of Hoopla started on April 1, and Oconomowoc patrons were some of the highest users in the library system during the first week it was available. Hoopla is an online streaming source of books, audiobooks, TV shows, movies, and more.

Librarians continue to build orders of books and materials, but are not placing the orders until staff are back in the building.

When staff were still reporting to the building (but after we closed to the public), the week of March 16-20, staff did a great deal of work on inventory, cataloging projects, and other collection maintenance.

We continue to answer reference questions via phone, email, and social media.

Kelsey Butterfield will come to the building every third Monday to check in materials, which will make the backlog more manageable when we re-open. Her first time doing this, April 6, she checked in 1,078 items!

Communications

We have heard from patrons that they miss the Library and wish we could re-open. All have been understanding that it is not possible for us to re-open right now. Feedback on our online programming has been excellent.

The Board asked me to get the City Attorney's opinion on whether it would be okay if the updated Meeting Room Policy includes a recommendation not to bring in food that contains certain common allergens. The City Attorney thought it would be okay, but suggested some additional language to bolster our position. I will bring this to the Board at next month's meeting.

Continued System Involvement/Automation

The Bridges Directors had a special virtual meeting on Friday, April 3 to discuss our libraries' operations during the pandemic. One area of discussion was if and how we can coordinate our re-opening dates to ensure as smooth a transition as possible when that time comes.

Jennie Fidler and Caitlin Schaffer are serving on an ad-hoc Bridges committee that is researching options for the summer reading program, should the pandemic require us to adjust.

Friends of OPL

The next Friends board meeting was scheduled for April 23. It is yet to be determined if that meeting will be held virtually, postponed, or cancelled.

The Friends Book Sale scheduled for April 24-26 has been postponed indefinitely.

Operations

All Library programs were cancelled as of Friday, March 13, 2020. The Library building closed to the public effective Monday, March 16, with all full-time and several part-time staff reporting. The last day of staff

reporting to the building was Friday, March 20. The re-opening date is to be determined, due to the evolving nature of the pandemic.

The Common Council had a meeting on Tuesday, March 17, where they updated and approved a Pandemic Response Plan and approved a resolution declaring a State of Emergency. Both documents are included in your packet. The State of Emergency declaration includes guidelines, one of which was "The City shall ensure that employees' compensation shall continue during the State of Emergency." Please see the enclosed document for the rest of the applicable guidelines.

Full-time staff have been working from home since Monday, March 23. Part-time staff have a list of continuing education and other activities they may work on while at home, if they are able. Part-time staff have varying levels of ability to work from home, whether due to homeschooling their children, their own health, Internet/technology access, etc. The City has been very understanding of this, and the pandemic response reflects an understanding of and allowance for those varying circumstances.

The Board asked Lissa Radder and Betsy Bleck to research options for including more charts/graphs in the Board's monthly statistics. Lissa has made some headway on this, but the pandemic disrupted our progress. We will continue to work on this, and hope to have some options for the Board soon.

Personnel

The Library staff have been nothing short of incredible during this time. Every staff person has done everything in their power to ensure we weather this pandemic smoothly, and to minimize patron disruption as much as possible. Staff have worked long hours, brainstormed, collaborated, changed their plans, gotten out of their comfort zone, and have done duties we never anticipated would be part of their job description. We really have felt and appreciated the support of the Board and the City at every step.

Several staff were instrumental in assisting at City Hall with the elections. Betsy Bleck thanked Jennie Fidler, Jackie Jensen, Tammi Klink, Terri Kroll, Amelia Malling, Gail Rounds, and Caitlin Schaffer for their election work.

The deadline for applying for the Library's Summer Program Assistant position is now extended to April 17.

Programming

Our online programs continue to be very popular with patrons. We are in touch with Bridges and the Department of Public Instruction on how to count online attendance at/engagement with programs.

Staff are working with each other and Bridges on contingency plans for the summer reading program.

NEW BUSINESS

CONSIDER/ACT ON APPROVING UPDATED GIFT FUND POLICY AND GIFTS & DONATIONS POLICY

(FIRST READING)

The Operations Committee reviewed the changes to the policy. Diane Knutson moved to approve the revised Gift Fund Policy as written and to waive a second reading. Jared Chapiewsky seconded and motion carried.

APPROVE ALLOWABLE COSTS WORKSHEET FROM BRIDGES

Bridges Library System collects financial data to calculate the county reimbursement formula as a part of their annual budget process. This form was approved by the Board and returned to Bridges. Motion to approve the Allowable Costs Worksheet was made by Hollie Schick and seconded by Orlin Foat.

UPDATE ON LIBRARY RESPONSE AND OPERATIONS DURING COVID-19 PANDEMIC

The Director's Report contains a summary of Library response and operations during the pandemic, which the board will discuss. Betsy Bleck will keep the Board updated with new information.

ADJOURN

Motion to adjourn at 7:07 pm was made by Hollie Schick and seconded by Diane Knutson.

Lissa Radder, Administrative Coordinator