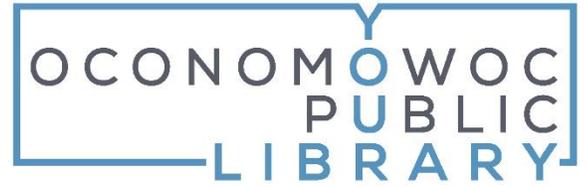


OCONOMOWOC PUBLIC LIBRARY BOARD OF TRUSTEES



REGULAR MEETING MINUTES

MAY 14, 2020

MEMBERS PRESENT

Orlin Foat, Lisa Baudoin, Diane Knutson, Sheila Homberg, Kristin Nelson, Jared Chapiewsky, Chas Schellpeper, Hollie Schick, Barbara Elwood-Goetsch

STAFF PRESENT

Betsy Bleck, Lissa Radder, Jennie Fidler

REGULAR ORDER OF BUSINESS

CALL TO ORDER-ASCERTAIN POSTING OF AGENDA-MEMBERS PRESENT

Orlin Foat called the meeting to order at 6:02 pm.

MINUTES OF PREVIOUS MEETING

Hollie Schick moved to approve the April 9, 2020 Regular Board Meeting minutes, Diane Knutson seconded, and the motion carried.

COMMENTS FROM AUDIENCE

There were no audience or comments.

FINANCE & STATISTIC REPORTS

The April 2020 Financial Report was reviewed. Betsy Bleck reviewed effects of COVID-19 to revenue and expenses. Revenue from public services charges was down due to the Library being closed and patron fines being frozen. Expenses were also with the Library being closed.

The April 2020 Statistic Report was reviewed. All statistics have been affected the COVID-19 closure.

Stats Up YTD

- Circulation – other counties; OverDrive; Hotspot circulation
- Programs – all programs offered

Status Down YTD

- Circulation – all other circulation due to closure for COVID-19
- Services – closed due to COVID-19

PRESENT VOUCHERS FOR PAYMENT

April 2020 Vouchers totaling \$16,531.91 were approved.

COMMUNICATIONS & ANNOUNCEMENTS

Recent articles were included in the meeting packet.

REPORTS

COMMITTEE REPORTS

Planning Committee - Hollie Schick, Diane Knutson, Lisa Baudoin
Last Meeting – March 12, 2020; Next Meeting – December 2020

Nominating Committee – Diane Knutson, Orlin Foat
Last Meeting – May 11, 2020; Next Meeting - June 2020

The May 11, 2020 Nomination Committee meeting was postponed to June after the Mayor has made his appointments to the Library Board.

Finance Committee – Matt Mulder, Diane Knutson

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

Operations Committee – Lisa Baudoin, Orlin Foat

Last Meeting - May 14, 2020; Next Meeting – June 11, 2020 • 5 pm

Meeting Notes

Members Present - Lisa Baudoin, Orlin Foat

Lisa Baudoin called the meeting to order at 5:01 pm.

Review & Discussion

Betsy Bleck suggested combining the Library Control and Discipline Policy and the Patron Responsibilities and Conduct Guidelines into a new Library Code of Conduct document. The Committee reviewed and suggested edits to the combined document. Orlin Foat moved to approve the draft of the Library Code of Conduct for presentation to the Board.

Meeting adjourned at 5:28 pm.

Fundraising Committee – Lisa Baudoin, Diane Knutson, Hollie Schick

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

BOARD PRESIDENT REMARKS

There were no Board President Remarks

BOARD MEMBER REMARKS

Hollie Schick suggested sharing the City plans for reopening with the Board.

LIBRARY DIRECTOR'S REPORT

Budget/Finance

The City has requested a summary of the financial impact of COVID-19 thus far. This information was reported to Council at their meeting on May 5, 2020.

The City has also requested a projection of what the budget impacts could be for all departments in various scenarios—for example, if the pandemic affects operations through May, the third quarter, or the fourth quarter.

Building/Facilities

The three sets of sliding doors have been replaced, and look very nice. Our next step is to replace the “people counter,” and then that project will be complete. This project came in under budget.

The replacement of the flooring in the Lyke Room is complete. We were happy to be able to complete this project while the building was closed. It looks great! This project came in well within budget.

Before Matt Mulder’s term was up, it was decided to discontinue the Facilities Committee, instead updating the Board on facilities needs at our monthly meetings and during the budget process. Thank you to the Facilities Committee for the important work they accomplished!

Collection Development/Reference

We began receiving orders again the first week of May, because we now have staff in the building each day to accept deliveries. This is great for patrons using curbside pickup, as it means new items to enjoy. Hope Kramer is working on cataloging all of these newly received items – it is quite a lot, as April is a big month in publishing.

Reference was extraordinarily busy during the first few weeks of Curbside Pickup. Reference answered 179 phone calls in the first week of curbside, and we had an extraordinary number of questions via email and social media, as well.

Communications

The Library has received several messages of support and encouragement from patrons, which staff appreciate very much. A few examples: One person slid a kind note through the book drop, and several responded to the "Thank a Library Worker" campaign by Bridges Library System. Those are included in the Board packet. In preparing to start Curbside Pickup, patrons who had holds waiting from before we closed were called. Patrons were so appreciative and supportive. A few memorable quotes were, "I've missed the Library more than anything," and "You are my happy place."

Continued System Involvement/Automation

Polaris, the Library's Integrated Library System, or ILS, was upgraded during the Library's closure. The upgrade went smoothly, and the system was unavailable to patrons for only a brief time.

Friends of OPL

The Friends spring book sale is postponed indefinitely. The Friends board met on April 22, and approved a trial period for a Keurig coffee machine for patrons, as long as we can find a Friend who is willing to maintain it. If it goes well, the Friends will consider investing funds for more permanent arrangements.

Fundraising

The Oconomowoc Area Foundation has changed its focus for grants this year, to COVID-19 relief. Betsy Bleck applied for a grant for the Library to start a circulating collection of Career Kits, which would include technology and information resources to assist job seekers.

Operations

Curbside Pickup started on Monday, April 27, to very enthusiastic response from the community. Every appointment has been booked in advance, and patrons have offered great feedback. Staff worked very hard, very quickly to make Curbside Pickup a success.

Jennie Fidler has arranged for several local senior living facilities to pick up materials for residents using Curbside Pickup. This is in lieu of Jennie making her monthly visits to the facilities.

At this stage of the Safer at Home order, the only staff reporting to the Library building are those working curbside or doing work necessary for business continuity that cannot be completed from home. Staff in the building practice strict social distancing, cleaning, and sanitizing rules.

The State is working on guidance for libraries on each phase of the Badger Bounce Back plan. As this information becomes available, Betsy Bleck will update staff, Board leadership, and the City on what it means for Library operations.

Before Matt Mulder's term was up, we decided to discontinue the Art Committee, as its duties were complete. The committee can reconvene ad hoc if the need arises. Thank you to the Art Committee for their important work!

Personnel/Continuing Education

The Library staff continue to work diligently, creatively, and tirelessly during this pandemic. There are many examples of staff stretching beyond their usual job descriptions: Part-time staff are closed captioning our online videos and creating and photographing step-by-step instructions for home art projects; non-circulation staff are joining circulation staff in working curbside pickup; working odd hours; and more.

Part-time staff continue to take continuing education and complete trainings from home when possible.

The City asked all departments to submit four plans for how to transition to a 'new normal' when restrictions ease. Those plans are: How to bring staff safely back into the building; cleaning and sanitizing; start and end-of-day procedures; and break room use. The Guidelines for Transitioning to Normal Operations were included in the board packet.

Caitlin Schaffer, Jennie Fidler, and Betsy Bleck interviewed candidates for the Summer Library Program Assistant position. At this time, the City is considering whether or not to fill City seasonal positions, and we should know more following the next Common Council meeting on May 19.

Programming

Online programming continues to go very well. We will finish our spring programs the week of May 11, to give staff time to prepare for the summer reading program.

Staff plan to survey patrons on their experience with our online programs, which will assist us in planning the most effective summer reading program possible.

OLD BUSINESS

CONSIDER/ACT ON APPROVING UPDATED MEETING ROOM POLICY (FIRST READING)

The City Attorney provided the advice we requested regarding the allergen statement in the meeting room policy. The Board reviewed the policy with the revised allergen statement.

Hollie Schick moved to approve the updated Meeting Room Policy and waive a second reading. Diane Knutson seconded, and motion carried.

NEW BUSINESS

APPROVE SLATE OF NOMINEES FOR BOARD OFFICERS

The Nomination Committee meeting was postponed to June, after the Mayor makes his appointments to the Library Board.

UPDATE ON LIBRARY RESPONSE AND OPERATIONS DURING COVID-19 EPIDEMIC

Betsy Bleck discussed the Library's plans during the Director's Report.

CONSIDER/ACT ON APPROVING PLAN FOR REOPENING THE LIBRARY

Betsy Bleck discussed the plan to reopen the Library in phases, following rules of City and State, coordinating with the Bridges Library System, and ensuring the safety of staff and patrons. She requested the Board allow her to take appropriate, efficient action to re-open the Library safely and efficiently instead of the Board needing to have special or emergency meetings to approve moving into new phases of reopening.

Diane Knutson moved approve the plan for reopening the Library at her discretion. Jared Chapiewsky seconded and the motion carried.

**CONSIDER/ACT ON UPDATING AND COMBINING THE LIBRARY CONTROL AND DISCIPLINE POLICY,
THE PATRON RESPONSIBILITIES AND CONDUCT GUIDELINES, THE PATRON EXPULSION STAFF
REPORT, AND THE PROCESS FOR APPEALING EXPULSION (FIRST READING)**

The Board reviewed Library Code of Conduct that combines the current Library Control and Discipline Policy and the Patron Responsibilities and Conduct Guidelines.

Hollie Schick moved to combine the previous policies into the Library Code of Conduct with revisions discussed and to waive a second reading. Diane Knutson seconded, and motion carried.

ADJOURN

Motion to adjourn at 7:12 pm was made by Hollie Schick and seconded by Diane Knutson.

Lissa Radder, Administrative Coordinator