

FORM for TAKING NOTES for Library Board Meeting on:
June 9, 2021

PRESENT:

Adams, Brown-Kurtz, Griffith, Pizano, Skretta, Stelse, Zinn,
 City Council Liaison Peg Beyer, Library Director Anderson

GUESTS: Write in any guests: none

EXCUSED: Brown-Kurtz, Pizano, Zinn, City Council Liaison Peg Beyer,

APPROVE AGENDA:

Moved by: Adams _____ Seconded by: Stelse _____ Unanimous: yes

APPROVE/CORRECT MINUTES OF May 2021 meeting

Any changes or corrections:

Moved by: Stelse _____ Seconded by: Adams _____ Unanimous: yes _____

COMMENTS FROM PUBLIC/CORRESPONDENCE: none

STATISTIC REPORT AND FINANCE REPORTS:

- May: holding steady based on situation, circulation is down compared to 2019 (youth items up, adult items down), library visits 1,646 compared to 3,024 in 2019. Digital resources doing well (overdrive and hoopla).
- Programs are increased (Julia and Minda).
- Book expenses back logged now receiving, periodicals annual review.
- Capital library fund: outdoor signage, meeting room A/V, library return

AUDIT BILLS:

April 2021: Stelse reviewed the bills from May 2021, and asked for approval of the bills as follows:

Expenses:	33,935.61	✓
Salaries:	37,813.21	✓
Fringes:	8081.01	✓
TOTAL:	79,829.83	✓

Griffith and Skretta also reviewed the bills.
(Stelse, Skretta; unanimous by roll call vote)

COMMITTEE REPORTS:

Personnel/Staffing: None
Budget/Finance: None
Policy/ Procedures: None
Building & Grounds: None

FOUNDATION BUSINESS:
haven't received the newest report

DIRECTOR'S REPORT:

Summer June 1st: programs set/planned

May: Julia and Minda: Annual Conference WAPL about programming, got feedback and featured in Bridges Newsletter. Melissa attended WAPL sessions about programming COVID 19, graceful security through difficult times, and about budget

Library return boxes are ADA accessible

10. Business and Discussion

a. City of Jefferson Policy COVID-19 Protocol (Informational/Action)

City required to survey employees (vaccinated or not), 67% are vaccinated.

Changes: employees are not required to have coverings/masks, department manager can require/enforce stricter guidelines depending on situations, general/mandate leave (symptoms of COVID)

b. Patron Guidelines for Building Use During COVID-19 (Action)

Discussion—no action taken at moment

c. Outside Signage (Informational)

Mailed down payment and received confirmation, production started

Verified location, utilities have been involved by taking down wires

Sign permit submitted to city (west wall and front of building)

11. New Business

a. Library Employee COVID-19 Safety Policy (Action)

City changed employee protocol effective June 1st as recommended not required.

Library has more public interaction, survey went out to library employees to gauge feelings because at some point an employee would/could be working closely with an unvaccinated employee.

The choices were:

- 1) Stay the current mask policy
- 2) Hybrid: mask required inside, take it off at desk/workroom/breakroom, in circulation desk need to be masked
- 3) No mask required but encouraged (interacted with public you mirror what they are doing—meet or exceed their PPE expectation)

The board discussed and chose to adopt choice 2) Hybrid option: mask required inside, take it off at desk/workroom/breakroom, in circulation desk need to be masked (Moved by Skretta; Seconded by Stelse; unanimous)

b. Landscaping Project (Action)

McKay quote for mulch and planting \$10,686 (about 50 plants, soil, and labor) have not heard back from Ground Effects.

Possible connect with city to work on plaza (around \$740). The landscaping and signage combo project over about \$2,000.

The board discussed and chose to move forward with McKay to complete the landscaping project with the financial overage to the budget. (Moved by Stelse; Seconded by Skretta; unanimous)

c. Inclusive Services Assessment and Guide for Wisconsin Public Libraries (Action)

Department of Public Instruction—public library section has created a checklist for all parts of the library. Jefferson has been chosen to be beta testers for this DPI tool to give feedback for inclusiveness. This assessment/guide is about 30 pages—a new spreadsheet is becoming available for easier use. Since the Jefferson library has been focusing on ADA improvements, this is a good time for us to reflect on how the library can be inclusive in other ways than building code. Angie and Melissa have 6 months to complete the checklist and will have more information/feedback about how to continue the work or what could be changed.

d. Capital Improvement Project and Equipment Replacement Schedule, 2022 – 2026 (Informational)

2026 capital ideas—submit on the 14th.

2022-furnishing (library fund) copier (city)

2023-no set projects

2024-lighting 28,000-LED bulbs upstairs and downstairs

2025- nothing slated

2026/2027/2028 choices

- 1) central area public use on main level—maximize floor space
- 2) private meeting spaces on main level
- 3) adult circulation desk more welcoming—self check out

We would like to focus on private meeting spaces on main level, which may alter the floor space and could re-configure some space on main level to encompass the other choices.

NEXT MEETING DATE: July 14, 2021 – (Virtual and in-person options)

Adjournment: __7:25____ P.M.

Moved by: ____Stelse____ Seconded by: ____Adams____ Unanimous: ____yes____