

Minutes of the C.A. Friday Memorial Library Board of Trustees
Tuesday, August 28, 2018, 4:30 pm

Trustees Attending: Granroth, Ard, Hall, Kuney, Peplau, Van Nevel

Trustees Absent: Gjovik

Also Attending: Jennifer Rickard, Interim Library Director; Sarah Reese, City of New Richmond HR Manager; John Thompson, IFLS Director

Call to order: Granroth called the meeting to order at 4:30 pm. Quorum was established and the meeting was properly noticed under Wisconsin Open Meeting Law.

Approve Agenda: (Hall/Peplau) Motion to amend the agenda. Move agenda item 20) Library Project after item number 10) Open Session Action on Closed Session. Agenda items number 13, 14 15 to follow Library Project agenda item; passed unanimously by voice. (Ard/Hall) Motion to approved amended agenda; passed unanimously by voice.

Public Comment: (limit 5 minutes per citizen) None.

Approve Minutes from 05.29.18: (Van Nevel/Ard) Motion to approve minutes; passed unanimously by voice.

Approve Minutes from 07.31.18: (Peplau/Ard) Motion to approve minutes; passed unanimously by voice.

OLD BUSINESS:

Review and Consideration of Student Work Awards Program Language and Funding Options:

Ard presented proposed language for Student Work Awards Program (SWAP). Discussion to add Scholarship as part of the name and language to ensure we are complying with the City of New Richmond Employee Handbook. Sarah Reese will follow up on policy. Send any revisions or changes to Granroth prior to the meeting. Recommended changes and policy review will come back to the next meeting.

Discussion and Potential Vote on Loan Rules and Processing Fees: (Hall/Ard) Motion to eliminate \$5.00 processing fee on billed materials effective September 15, 2018 or sooner as MORE staff time allows. Motion passed unanimously by voice.

(Peplau/Ard) Motion to change checkout period for new music from 2-weeks to 3-weeks effective September 15, 2018 or soon as MORE staff time allows. Motion passed unanimously by voice.

Director's Report – July:

MORE/Technology

- MORE did a software upgrade to our Sierra platform on July 10. The upgrade provided us with a few new features and bug fixes.
- The service provider for Badgernet, our internet connection with the state, transitioned to AT&T. The switch went well and all services were restored before opening the library on July 10.

Personnel

- Maggie Scanlan has been hired as our Shelver. Her first day with us was June 21.
- Todd Kittel, our Reference & Information Assistant has had increased hours over the summer. He is working 29 hours per week through August 25. At that time he will revert to his previous schedule of 20 hours per week.
- The City hired Carlson Dettmann as a consultant to do a Compensation & Benefit Study of all City positions. The initial informational meeting for all staff was held on Tuesday, July 10. All of our current job descriptions have been submitted to them as part of the process. The tentative timeline is to have the process finalized September/October, 2018.
- Julie Irwin, has been hired as our Youth Services Assistant. Her first day with us will be Monday, August 6.

Classes/Events

July has been a busy month with events for all ages. Below are a few highlights of our Summer Reading Program for the month.

- Summer Reading Registrations (as of report date)
 - Birth through 3 years – 85 registrants
 - Age 4 through Grade 5 – 434 registrants
 - Grade 6 through 12 – 118 registrants
 - Adults – 243 registrants
- Carnival – 275 attendees
- DIY Creative Workshop, Henna – 23 attendees (full class)
- Giant Bubble Show – 305 attendees
- Rocktastic Crafts, Sensory bottles – 67 attendees
- Geological Wonders of Western Wisconsin
- Voter Registration events on Fridays, provided by the League of Women Voters
- Reading for Charity
- Books & Brews, July – This meeting was canceled due to weather and was the last meeting for this group.

Building/Facilities

- Library closed early on Thursday, July 12 due to power outage in town. We waited 1 hour and power had not been restored. We closed at 6:45 pm. Signs were posted on our doors, on our Facebook page as well as the City's Facebook page informing the public of our early closing.

Funding

- The Friends of the Library presented us with a check for \$650.00. This check was for their sponsorship of our July 25 Summer Reading Performer, Colossal Fossils as well as books for monthly prizes for the Summer Reading Program.

NEW BUSINESS:

Closed Session: (Ard/Hall) Motion to go into closed session per State Statute 19.85 (1)(e) – Consideration of property proposal and possible expenditure of public funds. Roll call to enter closed session.

Open Session Action on Closed Session: No action on closed session.

Review and Discussion of Library Director job description: Discussion about the essential functions of the job, prioritizing duties and recognizing some bullets should be categorized under skills rather than responsibilities. Rickard will work with Reese and bring back revisions to next meeting.

Discussion of Assistant Director Position: Open discussion about the need for an Assistant Director position given the responsibilities of the director. Will continue to consider and review while looking into an organization chart of the staffing structure with the added role. Documentation will be brought back to next meeting.

Library Director Hiring Process: Will follow up on the hiring process for the Library Director once finalizing the job description.

Approve Monthly Expenditures: (Peplau/Van Nevel) Motion to approve the monthly expenditure minus the Legal Fees expense. Granroth to follow up with Darrow. Motion passed unanimously by voice.

Financial Report: Rickard presented financial reports for Signator and our two New Richmond Area Community Foundation accounts.

Library Hours New Year's Eve: (Peplau/Ard) Motion to close at 5:00 pm on Monday, December 31, 2018. Motion passed unanimously by voice.

2019 Budget: Rickard provided an update of recommended budget adjustments for the 2019 budget. The line item modifications focus on increased technology, continuing education and building maintenance.

Trustee Training Recap: Trustee Training Week was August 13-17. A great selection of webinars were provided. Recordings can be viewed from the Wisconsin Trustee Training Week website, but can also be used for educational work sessions at a later date.

Discussion of Public Comment Time Limit: (Ard/Van Nevel) Motion to amend the time limit for public comment on future agendas to 2 minutes. Motion passed unanimously by voice.

Director's Report:

Personnel

- Julie Irwin, our Youth Services Assistant, started with us on Monday, August 6.

Continuing Education

- Jessi and Nora attended the Minnesota Field Trip Expo. They got some great contacts and ideas for upcoming library programs and classes.
- Jennifer attended four of the five Trustee Training sessions. All were great sessions and would recommend watching the recordings.

Classes/Events

This year has been the first in many that we have continued our Summer Reading activities and reading tracking through the month. Overall, it has been well received and have had wonderful participation and increased daily visits.

- National Night Out – Jennifer set up a booth at the Police Station for National Night out. Many people stopped by. It was a great opportunity to share about library services.
- DIY Creative Workshop – Kindness Rocks and game stones – 24 people
- Rocktastic Crafts – This was the last of the Rocktastic Craft events of the year. They made mini stepping stones.
- Mayor's Reading Challenge – 89 kids completed the 4th Annual Mayor's Reading Challenge and were presented with their medals and certificates at the August 13 City Council Meeting.
- Reading for Charity – This program was such an overwhelming success, we ended early. Our adult and teen participants raised the following for our community charities. Thank you to Bremer Bank, First National Community Bank and WESTconsin Credit Union for sponsoring.
 - New Richmond Fine Arts Council - \$335.00
 - Heritage Center - \$399.00

○ The Gap Fund - \$503.00

- Art of Stone Balancing – This great class was held in the Council Chambers to ensure we could accommodate the demand.
- Movie in the Park – Coco canceled due to weather
- 1000 Books before Kindergarten – Meet Curious George
- Back to School Fine Sale – ½ off overdue fines, August 20-31

Building/Facilities

- Thursday, August 16, Countryside replaced our broken boiler. The process went well and did not disrupt any functions of the library.
- Mark Evans tested our security system and found that one panic buttons was not functioning. Unit was replaced and tested functional.
- New bike racks were installed outside the library by the Parks Department. Racks were made by WITC welding students as part of a grant.

Funding

- The Friends of the Library presented us with a check for \$950.00. This check was for their sponsorship of our 1000 Books before Kindergarten program, an iPad for technology programs for youth services and sponsorship of our Mark Moran Appraisal event on October 12.
- The Rotary Club presented us with a check for \$260.00 to purchase books in honor of guest speakers at their meetings.
- The Kiwanis Club of New Richmond presented us with a check for \$250.00 for our 1000 Books before Kindergarten program.

Set date for next regular meeting: Tuesday, September 25, 2018 4:30 pm

Communications: Discussion about Letter to the Editor and kids on the roof of the library.

Adjourn: (Peplau/Ard) moved to adjourn at 6:20 pm passed by voice.

Library Tour: Ard, Kuney, Peplau and Van Nevel joined Rickard for a tour of the library. No business was conducted during tour.