

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

Trustees Attending: Ard, Gjovik, Kunej, Peplau, Van Nevel

Trustees Attending via Phone: Hall

Trustees Absent: Granroth

Also Attending: Jennifer Rickard, Interim Library Director

Call to order: Peplau 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: (Ard/Van Nevel) Motion to approve the agenda; passed unanimously by voice.

Public Comment: (limit 2 minutes per citizen) None.

Approve Minutes from 09.25.18 and 10.02.18: (Ard/Gjovik) Motion to approve both sets of minutes; passed unanimously by voice.

OLD BUSINESS:

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

Ard and Reese, Human Resources, are working on updates to the existing City of New Richmond Employee Handbook as the scope of the awards program does not fall within current City Policy. Program on hold until Council approves updates to Handbook.

Review and Discussion of Library Director job description: Discussion to table until January to ensure we are thorough with the updates. Van Nevel is willing to assist with updates to job description after the first of 2019.

Library Director Hiring Process: (Ard/Peplau) Motion for Rickard to begin RFP process for hiring search firm. Once quotes have been received, board will review for cost efficiencies of utilizing an agency. Passed unanimously by voice.

2019 Budget Update: Rickard provided an update to the draft 2019 budget.

Discussion and Vote on Circulation Policy Update: Rickard will make edits to policy as discussed in the meeting. Policy will be sent to attorney for review and will be brought back to the November library board meeting for final approval.

Director's Report – September:

Personnel

- We currently have two new volunteers assisting us with our inventory process. Their assistance has been extremely beneficial.

MORE/Technology

- The hard drive in our patron copier failed. Was out of service for about 2 business days.
- The elimination of processing fees and loan rule adjustments for new music CDs went into effect on Friday, September 7.
- Patron computer #5, this computer was having some recovery issues and needed to be rebuilt. IFLS staff did a great job repairing the computer with very little down time for our patrons.
- Children's OPAC is down currently. Should be fully functional or replaced soon.
- Our disc resurfacing machine has been having a few issues. Maureen has been working with technical support from the company in hopes to get the machine operational.

Continuing Education, Meetings and Training

- Nora had her ADRC Coalition meeting on Monday, September 10. They are working on some classes for this fall.
- Maureen and the circulation team had a team meeting on Monday, September 10.
- The Family First Committee with the City met on Tuesday, September 11. Britta represents our department on that committee.
- Maureen and Jennifer had our fifth Managing Up session on Wednesday, September 12. Noah from the City presented on "Leading the New Richmond Way" and ended with a team building activity involving spaghetti noodles and marshmallows.
- Jennifer attended the St. Croix County Library Planning Committee Meeting on Thursday, September 13. This committee met to review and discuss the County Plan of Library Services for 2019-2022.
- Jessi attended the New Richmond Chamber Coffee on Friday, September 14.
- Jennifer attended a Tech Training day at WITC in Rice Lake on Tuesday, September 18. They presented on emerging tech trends in general and how we can apply that to libraries. The workshop also included a session on internet security and how to help protect our patrons.
- Jessi, Julie and Jennifer had a demo for a new product, Vox books, to potentially add to our children's collection.
- Security training – Mark Evans did a short training session with all employees on our security system. The system was disarmed so gave us all an opportunity to go through the process in the event of an emergency.

- Director's Council – Jennifer was unable to attend the director's council meeting on Friday, September 21. Proxy form along with notes and recommendations was sent for Katherine from Rice Lake Public Library to represent New Richmond.

Classes/Events

- August wrapped up our Summer Reading Program, with overwhelming response.
 - Birth-3 – 86
 - School Age (4 years-Grade 5) – 438
 - Teens – 119
 - Adults – 250 **Highest adult participation to date, 100% increase in participation from 2017 to 2018.
- Homeschool Hub – New classes for the homeschool families of the community. This is going great and has been very well received.
 - September 11 – Artistic activities featuring Vassily Kandinsky's artwork.
 - September 18 – STREAM activities involving water
 - September 25 – Banned book week discussion based around literature
- Totally Turtles – No school event on Monday, September 17. We had 177 attendees!! Luckily it was nice outside so we could host the event in the park.
- Heritage History Tour at the Heritage Center was very educational and appreciated by those that attended.
- Libraries, MORE than just books – Our goal was to inform patrons all the wonderful things they can check out with their library card. We did target emails to our new card holders, but unfortunately we did not have any participants.
- 4K Outreach has resumed
 - First Lutheran
 - Sunshine
 - Center
 - St. Mary's
- Babygarten has resumed
- Little University has resumed in full force. We had 36 attendees on Friday, September 21. Very warm and tight in that little program room. Unfortunately some patrons came, but were unable to join due to the limited space.

Marketing & Promotion

- Britta established our new electronic marketing account with MailChimp. Our email lists have been generated and promotional emails are going well.
- Jennifer presented about Technology Basics and library services at the United Methodist Church.
- Todd and Britta are working together on Throwback Thursday posts for Facebook. These posts have had great engagement and many shares, therefore increasing our Facebook followers and visibility.

- Back to School Fine Sale – August 20-31 we offered 50% off overdue fees on patron accounts.
 - We cleared **\$953.22** from patron accounts, allowing access for so many more patrons.
 - We collected **\$706.00** from patron accounts (cash or check at the library).
 - We collected an additional **\$50.00** in donations during that period.
 - We collected **\$1008.12** through eCommerce for the month of August. I don't have access to a complete breakdown for just the last 2 weeks.
 - August was our highest cash/check fine revenue month this year.

Building/Facilities

- J&K Window Tinting provided us with a quote for getting privacy film on a few interior windows in staff areas.
- Mark Evans shampooed the carpet in the periodical room. Our goal is to get additional areas of the library done yet this fall.
- Keeping Safety Simple toured on Friday, September 21 for a safety review of our building. They will be providing an update once complete.

Funding

- We received \$505.00 in memorials for Ruth A. Johnson. The money was deposited into our Library Building account with the Foundation.
- Reading for Charity check presentations for the charities occurred on September 19 and 20.
 - New Richmond Fines Arts Council - \$335.00 – Sponsored by Bremer Bank
 - Heritage Center - \$399.00 – Sponsored by WESTconsin Credit Union
 - The Gap Fund - \$750.00 – Sponsored by First National Community Bank. We received 503 entries for the Gap Fund, but First National Community Bank generous added to their donation.

NEW BUSINESS:

Closed Session: (Ard/Peplau) Motion to go into closed session per State Statute 19.85 (1)(c)(e) –

- a. Redevelopment of 243 Paperjack Drive and possible expenditure of public funds
- b. Staff compensation
- c. Staff Performance Reviews

Roll call to enter closed session.

Open Session Action on Closed Session:

(Ard/Peplau) Motion to approve closed session agenda items a, b, c, as discussed in closed session. Roll call taken. Passed unanimously by voice.

Library Project: No discussion.

Approve Monthly Expenditures: (Ard/Gjovik) Motion to approve the monthly expenditures. Motion passed unanimously by voice.

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

Library Board Bylaw Review: Library board will have a work session on Thursday, November 15, 2018 at 4:30 to review bylaws.

Discussion and Possible Action on Adjusting Date of Regular Board Meetings: Tabled until review of Library Board bylaws is complete.

Discussion and Possible Action on Bill paying process and approval of library invoices: Tabled until review of Library Board bylaws is complete.

Discussion and Possible Action on MORE Record Retention Policy: (Ard/Peplau) Motion to approve MORE Record Retention Policy. Passed unanimously by voice.

Discussion and Vote to Open Late for Staff Development Training: (Ard/Peplau) Motion to approve library opening at 12:00, noon on Monday, December 3, 2018 for staff development training on safety. Passed unanimously by voice.

Discussion and Action to approve IFLS Name Change: Library board is aware of the IFLS Library System name change and all existing agreements and contracts will remain valid.

County Library Plan Update: Rickard presented the proposed Plan of Library Service for St. Croix County for 2019-2022. This document has been approved by the committee and will go to County Board for final approval November, 2018.

Director's Report – October:

Personnel

- The City Benefit and Wage study is still underway.
- We have begun the paperwork process for annual staff reviews. This consists of each employee doing a self-evaluation in addition to an evaluation from the supervisor. Upon review from HR, the face to face meetings should occur within the next month.

Continuing Education, Meetings and Training

- Jessi, Maureen and Jennifer met for a Coordinator's meeting on October 9. We were able to provide departmental updates.

- Britta, Jessi, Maureen, Nora and Jennifer met for our Promotions meeting on October 15. We were able to review upcoming promotions for this fall and start getting plans in place for January – May events.
- Jennifer attended the MORE Bibliographic Committee meeting on Wednesday, September 26.
- Jennifer attended the Literacy Coalition meeting for the St. Croix Valley Community Foundation.
- Maureen attended the MORE Operations Committee meeting on Thursday, October 18.
- Jessi and Jennifer attended a meeting for St. Croix and Pierce County libraries to discuss the opportunity of providing Experience Passes for patron to check out.
- Jessi went to the Teen Youth Services Idea Swap in Prescott and came back with a lot of wonderful ideas for our teens.
- Jessi joined the St. Croix Valley Reading Council and attended their meeting on Monday, October 22.
- Nora attended the Senior Coalition meeting and continued planning for some great community events.
- Britta and Nora have attended a few webinars on various topics within the past month.
- Jennifer attended WLA, Wisconsin Library Association, conference in La Crosse, October 24-26.

Classes/Events

- Pirate-ology with Minnesota's Jack Sparrow – No school event on Monday, October 15. Another great turnout, which we had to host in the Council Chambers.
- Friends of the Library hosted their first silent auction. It was a great success with a wonderful variety of items for people to bid on.
- Mark Moran Antique Appraisal event – Another wonderful program provided by Mark. We had 48 people attend, some with their own items for appraisal and others to enjoy the event.
- Fall Technology series – We had 3 different technology classes, each offered twice, unfortunately each had minimal attendance.
 - Library Apps
 - Learn Libby
 - Searching MORE - Canceled due to lack of registrations.
- Family Escape Room – Dr. Seuss themed escape room was an exciting new opportunity for kiddos and families.
- Little University – Julie is doing great and attendance is still growing. There have been 43 and 53 people there consecutively. Due to our lack of space and to help ensure patron satisfaction, we are adding an additional session each week. Little University will be offered Thursdays and Fridays providing the same program each day. Hopefully this will help accommodate the growing interest.

- Dementia Series

Marketing & Promotion

- Britta and Nora attended a Promotions Trade Show in Bloomington to get ideas of different promotional materials we can use to sell or as prizes. They came back with some great ideas.
- Jessi and Jennifer provided a tour of the library and an overview of library services to three high school classes. It was great to get those kids into the library and encourage them to get library cards.
- September Fine Amnesty – No fines on New Richmond materials returned within the month of September.
 - We cleared \$1326.70 in New Richmond overdue fines.
 - We collected \$605.68 (cash and check, not via ecommerce) in fines prior to September and from other libraries.
 - 57 billed items, valuing \$1072.72 were returned during September.
 - 1 billed item from 2016 was returned
 - 7 billed items from 2017 were returned
 - 49 billed items from 2018 were returned

Building/Facilities

- J&K Window Tinting completed the privacy film on a few interior windows in staff areas.
- Thanks to great help from Mark, Britta got a new desk for her workspace. Her old desk was then moved to the Children's department for additional workspace for Jessi and Julie. A little shifting of furniture made a big difference for Britta and the Youth Services team. Thanks Mark!
- On Wednesday, October 10 shortly after we opened, we called the police for assistance with an upset patron.

Funding

- In September, we brought in \$2722.71 from fines, faxes, copies, replacement library cards, lost & paid materials and donations.
- The Willow River Writers published an anthology of short stories and poem by local authors. All proceeds of the book go directly into our Building Fund Account with the Foundation. We sent in \$722.00 so far and are still selling books daily.
- St. Croix County approved funding for two additional hotspots for each County library for 2019 and 2020.

Set date for next regular meeting: Tuesday, November 27, 2018 4:30 pm

Communications: Rickard mentioned the new City of New Richmond emergency notification system.

Library Services and Materials Overview: Rickard provided an overview of the numerous library materials and services that we offer. We also discussed services at other libraries for awareness of what we can provide to the community with additional space.

Adjourn: (Ard/Gjovik) moved to adjourn at 6:54 pm; passed by voice.