

Meeting of the  
Menomonie Public Library Board of Trustees  
August 19, 2021 @ 6:00 PM  
At the Menomonie Public Library

**Minutes:**

1. Call to order: by Witucki at 6:02 PM.
2. Roll Call:
  - a. Present: Don Kuether, Dayle Mandelson, Scott Flaschenriem, Darrin Witucki, John Grape, Pat Hahn, Sara Huhmann, Brian Seguin, and Logan Mather and Suzanne Gaines
  - b. Absent: Arlene Ockwood, & Kelly McCullough
  - c. Also present: Joleen Sterk, Director, Lisa Murray, Recording Secretary, Jodi Bird, Children's Dept. and Jessica Graham
3. Certification of compliance with Open Meetings Law.
4. Approval of agenda: Flaschenriem made a motion to approve the agenda, seconded by Mather. APPROVED.
5. Public comments: Jessica Graham thanked us for letting her sit in on the meeting. She is interested in the board opening created by the resignation of Arlene Ockwood.
6. Reading and approval of the minutes: Huhmann moved to approve the minutes, seconded by Seguin. Mandelson abstained. APPROVED.
7. Bills & Payroll: Mather moved to approve the bills and payroll, seconded by Flaschenriem. APPROVED.
8. Reports of the officers
  - a. Secretary's report: (Brian Seguin) None
  - b. Treasurer's report: (Suzanne Gaines) None
  - c. President's report: (Darrin Witucki)
    - 1 Witucki noted that he had attended the Library Foundation meeting on July 26<sup>th</sup> and met with Sterk this week regarding Covid.
  - d. Director's report: (Joleen Sterk)
    - 1 Sterk noted that the Library Foundation has pledged an additional \$26,000 towards our masonry project. This will be from a CD that will reach maturity in October. They had already pledged \$45,000. The total is expected to be around \$88,000. She asked that the board consider an official thank you note to the Foundation. Witucki volunteered to do that.
    - 2 Sterk attended the MORE Director's Council recently. She said our cost for the MORE 2022 services will be around \$50,000.
    - 3 Sterk recently met with Reb Kilde from IFLS, Pamela Westby, her mentor (Director of the Eau Claire library, who is retiring this year,) Mike Nicolai from the Library Foundation and Helen Hullberg, former assistant director at MPL, who is now on the Library Foundation board. She also attended the IFLS Operations Committee.
    - 4 Sterk was invited to speak at the Community Foundation of Dunn County's Legacy Tea this week.
    - 5 Sterk held a welcome meeting for Jen Atkinson and the circulation department, as Jen will be taking over the supervision of that department on Sept. 1.
    - 6 24-7 Telcom will be installing new phone lines in the near future. We get our internet through CINC via IFLS, so we won't be using that service of theirs.
    - 7 Sterk has been working on the 2022 budget narrative to present to the City.
    - 8 Bartingale will be installing our new humidifier this fall.
    - 9 Staff is working on a plan to do outreach to senior citizens through The Oaks and The Neighbors of Dunn County.
    - 10 John Thompson will come to our October board meeting. Sterk has been talking with him regarding the Long Range Plan.
    - 11 We are planning our Donor Appreciation event for the Library Foundation. It will be Sunday, October 24<sup>th</sup> from 4-6 PM. All Board members will be invited.
    - 12 Arlene Ockwood resigned. A request to board members to recommend anyone they think would be good to have on our library board.
    - 13 Sterk described some issues we are having with our Wifi Hotspots. They are running out of data while checked out. If people stream data, it gets used up fast.
    - 14 The masonry project is progressing. There will be a pre-construction meeting here next week: 8/25 @ 3:15 PM. There should be substantial work completed in September with the final work done in October.

15 City Council meets on Sept. 7 and will be voting to approve our Storywalk at that meeting.

16 Bird and Sterk will attend the Great American Cookout downtown on Sept 10.

17 The Friends of the Library will hold a book sale on Sept 11<sup>th</sup>.

9. New Business:

- a. Meeting Room Policy: A few amendments were made to this policy. Motion by Flaschenriem, seconded by Mather, to approve the updated policy. APPROVED.
- b. Records Retention: We currently dispose of old records using the guidelines presented in the 2006 version of the WI Records Retention Schedule. It was updated on June 12, 2017. Motion by Grape, seconded by Seguin, to adopt the updated records retention schedule from 6-12-17. APPROVED.
- c. Amended Job Descriptions: the description for the Circulation Supervisor was amended slightly. Motion by Seguin, seconded by Huhmann to approve the updated description. APPROVED.

10. Old business:

- a. Covid-19 pandemic: Sterk noted the recent news of 6 County Board supervisors testing positive for Covid despite being vaccinated. She spoke to KT Gallagher today regarding the virus. Dunn County is at a high level of transmission now. 90% of the positive cases tested in WI are the delta variant. We have been encouraging patrons to wear masks. UW-Stout just started requiring masks again. Our staff has been voluntarily wearing masks. We are down to 4-5 curbside pickups each week. About half of our patrons wear masks now. People mostly pick up their items and leave. It doesn't seem overly full or close to 25 patrons at one time. One of the local daycares brings their kids in before we open to the public. We do not have the coffee service anymore and the kids' toys are still in storage. Sterk would propose adding Saturday hours from 10 AM – 2 PM, and to stay open until 8 PM on Thursday nights. A reminder from the Board that the Director has leeway to change hours as necessary.
- b. The list of webinars for Trustee Training Week was presented in your packet, and a link to the webinars was sent to all board members. These will be presented August 23-27 and will be recorded.
- c. The final updated Social Media Policy was in your packets.
- d. Long Range Plan: John Thompson from IFLS will join us at our October board meeting to discuss this. We have identified staff and board members to participate.
- e. Director's Objectives: Sterk provided her objectives and they are in your packet. Please review these prior to our next meeting.
- f. Our 35<sup>th</sup> anniversary: The library is celebrating 35 years in our Wolske Bay location! We will be serving cupcakes on Sept. 24<sup>th</sup> and Rob Barros will be here that day from 1-3 PM. He did a documentary film about John Howe, who worked with Frank Lloyd Wright & designed our building. (This program has been cancelled due to COVID concerns with a gathering of that size.)

11. Agenda planning for next Board meeting:

- a. Introduce new board member
- b. COVID-19: Update
- c. Masonry project: Update
- d. Director's Objectives – Action Item
- e. 35<sup>th</sup> Anniversary Programming
- f. Updated Job Description

12. Other comments: None

13. Adjourned at 7:15 PM

Next Board Meeting: **September 16, 2021 at 6:00 PM at the Menomonie Public Library**

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*Lisa Murray,*  
*Recording Secretary*

*Date*

*Brian Seguin*  
*Secretary*

*Date*