

Meeting of the
Menomonie Public Library Board of Trustees
September 16, 2021 @ 6:00 PM
At the Menomonie Public Library

A link to the recording may be found here:

<https://us02web.zoom.us/rec/share/XWZO9pdW3MxsPNaUSplhJDgtUw9uJBOrSiMjnjHT1KxaMX3Hos6M5Eau3zz-S29.wygQkX8hy8IFPd8G>

You will need to enter this passcode: 4Sq2n6&S

Minutes:

1. Call to order: by Witucki at 6:05 PM.
2. Roll Call:
 - a. Present: Don Kuether, Scott Flaschenriem, Darrin Witucki, John Grape, Pat Hahn, Sara Huhmann, Brian Seguin, Jessica Graham and Suzanne Gaines
 - b. Absent: Dayle Mandelson, Logan Mather
 - c. Also present: Joleen Sterk, Director; Lisa Murray, Recording Secretary; Jodi Bird, Children's Dept.; and Jennifer Atkinson, Circulation Dept.
3. Certification of compliance with Open Meetings Law.
4. Introduction of new member: Graham. Jess gave a brief introduction.
5. Approval of agenda: Seguin made a motion to approve the agenda, seconded by Flaschenriem. APPROVED.
6. Public comments: None
7. Reading and approval of the minutes: Item 8d should read This will be from a CD that matures in September (Not October.) Huhmann moved to approve the minutes as amended, seconded by Seguin. APPROVED.
8. Bills & Payroll: Grape moved to approve the bills and payroll, seconded by Huhmann. APPROVED.
9. Reports of the officers
 - a. Secretary's report: (Brian Seguin) None
 - b. Treasurer's report: (Suzanne Gaines) None
 - c. President's report: (Darrin Witucki) None
 - d. Director's report: (Joleen Sterk)
 - 1 The Director's report is in your packets. Sterk has asked the management team to report monthly on their activities and that information is included in this report.
 - 2 City Council met on Sept. 7 and voted to approve our Storywalk at that meeting.
 - 3 We had a staff member quarantined at home due to close contact with Covid. After testing negative, she returned to work.
 - 4 We hired Stephanie May to work at our Information desk.
 - 5 We are planning our Donor Appreciation event for the Library Foundation. It will be Sunday, October 24th from 4-6 PM. All Board members will be invited.
 - 6 The Friends of the Library held a book sale on Sept 11-12. \$2466 was raised.
 - 7 Sterk met with the Stout Chancellor: Kathryn Frank. Frank has been on a library board in the past and would be interested in joining our board in the future. She would be open to collaborating on a community read sometime in the future.
10. New Business: None
11. Old business:
 - a. Covid-19 pandemic: Sterk noted that Dunn County is at a very high level of transmission now. 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. Dunn County announced they will no longer be doing contact tracing. The new hours are working well and no new hours will be added at this time. A reminder from the Board that the Director has leeway to change hours as necessary.
 - b. Director's Objectives: Motion by Seguin and seconded by McCullough to approve the Director's Objectives. Graham abstained. APPROVED.
 - c. Our 35th anniversary: The library is celebrating 35 years in our Wolske Bay location! We will be serving cupcakes on Sept. 22nd and showcasing some scrapbooks including newspaper articles and pictures of the library being built and the controversy surrounding the new library. The Rob Barros program has been cancelled due to COVID concerns with a large gathering.
 - d. The Public Service Manager job description was created for Jodi Bird. She has worked here for 25 years and manages the Children's Department. She has taken over managing the Information department, since Tim retired. She has also taken on some additional duties like acquisitions. A few amendments were made to punctuation in the document. Motion by Seguin, seconded by McCullough, to approve her new job description, with amendments. APPROVED.

- e. The masonry project is progressing. They are done with the caulking/masonry. Half of the sidewalk replacement is completed. The book drop will be closed until Monday as they are now working on that side of the sidewalk. Small delays have extended the timeline: there should be substantial work completed in October with the final work done in November. They are waiting on some sealant. They have been arriving early and get most of the loud work done prior to our opening the library in the mornings.
12. Agenda planning for next Board meeting:
- a. Long Range Planning with John Thompson
 - b. COVID-19: Update
 - c. Masonry Project: Update
 - d. Updated Job Description
 - e. Organizational Chart
13. Other comments:
- a. Members discussed the Trustee Training Week webinars that were available last month. Here is the link to the recordings: <https://www.wistrusteetraining.com/recordings>
 - b. Murray noted that Mandelson is in rehab due to viral meningitis. Please keep her in your thoughts as she recovers.
14. Motion to adjourn by Grape, seconded by Graham. APPROVED. Adjourned at 6:55 PM

Next Board Meeting: **October 21, 2021 at 6:00 PM at the Menomonie Public Library**

Lisa Murray,
Recording Secretary

Date

Brian Seguin
Secretary

Date