

Meeting of the
Menomonie Public Library Board of Trustees
October 21, 2021 @ 6:00 PM

At the Menomonie Public Library
A link to the recording may be found here:
https://us02web.zoom.us/rec/share/okJlkrQIAidjRVy2c16FwZPzn1mOXVtU_I_myqpx-fcrROT16fBG_MX-R7BChVq.6eeUy0Wq0dmJeduJ
You will need to enter this passcode: 1q%!?ge%

Minutes:

1. Call to order: by Witucki at 6:04 PM.
2. Roll Call:
 - a. Present: Don Kuether, Scott Flaschenriem, Darrin Witucki, John Grape, Pat Hahn, Sara Huhmann, Brian Seguin, Jessica Graham, Logan Mather, Kelly McCullough and Suzanne Gaines
 - b. Absent: Dayle Mandelson
 - c. Also present: Joleen Sterk, Director; Lisa Murray, Recording Secretary; Jodi Bird, Children's Dept.; Tracey Sorenson, Communications Specialist; and Jennifer Atkinson, Circulation Dept.
3. Certification of compliance with Open Meetings Law.
4. Approval of agenda: John Thompson will be moved up on the agenda. Seguin made a motion to approve the agenda, as amended, seconded by Flaschenriem. APPROVED.
5. Public comments: None
6. Reading and approval of the minutes: McCullough said his name was missing from the attendance and he was present at the last meeting. Flaschenriem moved to approve the minutes as amended, seconded by Seguin. Mather abstained. APPROVED.
7. Bills & Payroll: Grape moved to approve the bills and payroll, seconded by Huhmann. 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) 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 as well. Highlights include a donation from the Friends of the Library of \$6300: \$5,000 towards Music Over Menomin 2022 and \$1300 to purchase and install a dishwasher for sanitizing toys. Some electrical work will need to be done prior to the installation. They plan to have a book sale in December in their downstairs storage space.
 - 2 Pages for the Ages is the name of a new program where we will be bringing books to some of the local nursing homes including The Oaks & The Neighbors.
 - 3 The City's budget goes before the City Council in November.
 - 4 We cancelled the Library Foundation's Donor Appreciation event due to concerns with Covid.
 - 5 We've had several issues with our cleaning company and have accepted a new bid from Maug who cleans the City's offices. Maug will take over our cleaning on January 3rd, 2022.
9. New Business:
 - a. Long Range Planning with John Thompson: John set up a survey for us to share with our communities via Survey Monkey: one for Elk Mound and one for Menomonie. We are ordering lawn signs with a QR code directing people to the survey. When we tally the results, we will be looking for common themes. The next step would be community engagement: Assess what their aspirations are, using the National model "Libraries Transforming Communities." Leah Langby, from our IFLS library system, is well-versed in this and is willing to help us understand it. She will be at our library on November 19 for an all staff meeting, to determine how we could be a change agent for the community. Suggestions on where and how to share the survey included: on our website, yard signs, printed copies, bookmarks in hold shelf items, at the Chamber & to laminate one for the Menomonie Market where the Friends have a sale shelf. He said the Long Range Planning Process should take about 6 months, then we'll review the info provided by the community and give a presentation to the Board of Trustees next June or July.
10. Old business:
 - a. Job description: Communication Specialist. This is Tracey Sorenson's new job description. Suggestion by Tracey to remove the Marketing part of the title. Motion by Grape and seconded by Seguin to approve her new job description as amended. APPROVED.

- b. Covid-19 pandemic: Sterk noted that Dunn County is still at a high level of transmission. 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. We do not anticipate any changes in services at this time.
 - c. The masonry project is almost done. They have been installing metal flashing this week, around the lower perimeter of the building. They are waiting on some sealant.
11. New business Part 2:
- a. Organizational chart: Sterk presented an updated chart showing the levels of management & staff and how we're all connected to IFLS, MORE, the City and County.
 - b. Health Dunn Right grant: Mayo originally wrote this \$10,000 grant for a Storywalk, then assisted us in getting the funds to establish and maintain a Storywalk down the street from us at Lakeside Park. Motion by Gaines, seconded by McCullough to accept the HDR grant. APPROVED.
12. Agenda planning for next Board meeting:
- a. Long Range Plan Update
 - b. COVID-19: Update
 - c. Masonry Project: Update
 - d. Hot Spot Policy Amendments: Action Item (this is in your packets today for review)
13. Other comments: None
14. Motion to adjourn by McCullough, seconded by Gaines. APPROVED. Adjourned at 7:10 PM

Next Board Meeting: **November 18, 2021 at 6:00 PM at the Menomonie Public Library & via Zoom**

Lisa Murray,
Recording Secretary

Date

Brian Seguin
Secretary

Date