

Meeting of the
Menomonie Public Library Board of Trustees

November 18, 2021 @ 6:00 PM

At the Menomonie Public Library

A link to the recording may be found here:

https://us02web.zoom.us/rec/share/rhhz6_rIDFdQi5hjOQwEgv_Sc-7TJP37_dYLAhZtZFzX5KLZky_3P55GUGEJitMx.rfku_3fy-dF5lon0

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Minutes:

1. Call to order: by Witucki at 6:01 PM.
2. Roll Call:
 - a. Present: Don Kuether, Scott Flaschenriem, Darrin Witucki, John Grape, Pat Hahn, Sara Huhmann, Brian Seguin, Jessica Graham, Kelly McCullough, Dayle Mandelson and Suzanne Gaines
 - b. Absent: Logan Mather
 - 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: Sterk requested to add an additional item 11b: Holiday closure. McCullough made a motion to approve the agenda, as amended, seconded by Grape. APPROVED.
5. Public comments: None
6. Reading and approval of the minutes: Flaschenriem moved to approve the minutes as amended, seconded by Seguin. Mandelson abstained. APPROVED.
7. Bills & Payroll: Gaines moved to approve the bills and payroll, seconded by Hahn. 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. Highlights include: Dunn county approved their budget for 2022 and will be reimbursing our 2020 ACT 150 costs at 100% vs. the 70% which is required. The City's budget goes before the City Council the end of November.
 - 2 Tru-Lock gave us a \$15,000 estimate to replace the 35-year-old hardware on our exterior doors. We have trouble with them frequently.
 - 3 Meeting with Darrin Witucki to discuss facility study regarding building maintenance and replacement schedule for budgeting purposes.
 - 4 Personnel participated in Mayo's Wellness challenge in October, led by Jen Atkinson.
 - 5 We had 332 people complete our surveys so far, including over 50 who did the Elk Mound survey.
 - 6 Working on brand development. It has been said the people are 6 times more likely to donate to a company that has a recognizable brand.
 - 7 There is an all-staff meeting on November 19. Leah Langby, from IFLS Library System will facilitate. She is promoting the Harwood Institute's message of Turning Outward towards The Community and asking what The Community needs.
9. Old business:
 - a. Covid-19 Pandemic: Dunn County is at an incredibly high level of transmission per KT Gallagher. Sterk suggests we continue with our current hours and services. We continue to use curbside pickup as an option.
 - b. The masonry project is done!
 - c. Long Range Plan: We will continue offering the surveys through November 30th. Once we get the results from the survey, we will invite John Thompson back to help us through the next steps in the process.
10. New business:
 - a. Hot Spot Policy: this was discussed and suggestions made for revisions.
 - b. Holiday closures: With Christmas falling on Saturday this year, we would normally be closed on Friday. Friday, however, is Christmas Eve, which is also a City holiday. Sterk proposes we close December 23, 24 & 25. Motion by McCullough, seconded by Huhmann, to be closed December 23-25, 2021. APPROVED.

- 11. Agenda planning for next Board meeting:
 - a. Long Range Plan Update
 - b. COVID-19: Update
 - c. Hot Spot Policy Amendments: Action Item
 - d. Review Circulation Policy including replacement card fees.
- 12. Other comments:
 - a. Wade Lambrigtsen from Vintage Signs gave us a quote for vinyl lettering on our lobby doors: showing our open hours and contact information. There were concerns regarding when we change our hours: would it be difficult and cost prohibitive to change the sign?
 - b. One of our patrons wants to set up a temporary food pantry at the library. They are especially concerned about homeless children and how they will get enough food during the recent closure of the schools during Thanksgiving week. The board consensus was that Stepping Stones had the additional resources many homeless and food insecure residents need and that we should refer patrons to them.
- 13. Adjourned at 7:15 PM

Next Board Meeting: **December 16, 2021 at 6:00 PM at the Menomonie Public Library & via Zoom**

Lisa Murray,
Recording Secretary

Date

Brian Seguin
Secretary

Date