

Meeting of the  
Menomonie Public Library Board of Trustees  
December 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/BBRjm8RZmqggDEjlyjy5jOUasjI0icZ5rtWrCsahszfrSyjbg6Op4dcxDL8f8z85.0x21dEixYNUQvKRz>  
Passcode: 5b%AzV?=#

**Minutes:**

1. Call to order: by Witucki at 6:00 PM.
2. Roll Call:
  - a. Present: Don Kuether, Scott Flaschenriem, Darrin Witucki, John Grape, Pat Hahn, Sara Huhmann, Logan Mather, Jessica Graham, Kelly McCullough, Dayle Mandelson and Suzanne Gaines
  - b. Absent: Brian Seguin
  - c. Also present: Joleen Sterk, Director; Lisa Murray, Recording Secretary; Jodi Bird, Children's Dept.; and Tracey Sorenson, Communications Specialist
3. Certification of compliance with Open Meetings Law.
4. Approval of agenda: The original agenda stated in #7: Reading and approval of the October minutes, and should read "November" minutes. McCullough made a motion to approve the agenda, as amended, seconded by Graham. APPROVED.
5. Public comments: None
6. Reading and approval of the minutes: Huhmann moved to approve the October minutes, seconded by Mandelson. Mather abstained. APPROVED.
7. Bills & Payroll:
  - a. Flaschenriem moved to approve the 2021 bills and payroll, seconded by Hahn. APPROVED.
  - b. Huhmann moved to approve the 2022 bills and payroll, seconded by Mather. 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)

The Director's report is in your packets. Highlights include:

    - 1 Met with Darrin Witucki to discuss facility study regarding building maintenance and replacement schedule for budgeting purposes.
    - 2 We had 313 responses to our survey from Menomonie and 58 from Elk Mound. John Thompson updated the timeline for the long-range plan and that is in your packet.
    - 3 Leah Langby was here for an all staff meeting in Nov. and assisted in listing some community groups that should be represented as we proceed with community meetings.
    - 4 Several donations have come into the library recently. Sterk proposes adding \$1,000 to our Kanopy Video Streaming service.
    - 5 Working with Tru-Lock to get locking mechanisms and weather stripping replaced on our doors.
    - 6 Waiting for Bartingale to finish installing our humidifier.
    - 7 The Friends had 2 book sales in the basement recently.
    - 8 The Library Foundation annual mailing went out November 26<sup>th</sup>. They brought in around \$30,000 last year and are close to that this year as well. This is helpful as the Foundation supported our masonry project with \$71,000 this year! Many of their board members head south for the winter. There is a disconnect on delegation of responsibilities while they are away.
    - 9 Working with the City to determine carry-over. 2020 Audit done soon and have requested a copy.
    - 10 Kim Durland will resign from Elk Mound on December 31. She has been with us for 5 years. Sterk proposes cutting the EM hours so as not to hire new staff. Monica Scott will continue to work there.
    - 11 Other items of interest but not in the report:
      1. We will be holding a winter reading challenge starting in January.
      2. The Children's Dept. has some new styles of books called "Wonderbooks." They are picture books and chapter books with a "ready-to-play audiobook" inside. These are sold by Findaway.

3. A community member from the Unitarian Society wrote a letter to us. They would like to set up another “Pop up pantry” at the library over Christmas break. They also asked City Administrator Lowell Prange, who reached out to the Fire Department. The MFD will now be a distribution site for food over the break: 12/23/21-1/3/22. Sterk was asked to reach out to the community member and explain what the MFD will be doing. Library staff will create a handout with that information on it, as well as info on the pantry and other places to get free food or meals. Witucki also shared that Stout was also approached and is researching how they can help with hot meals using the Stout facilities.
  4. The 2022 budget was updated without any carryover. It will be submitted for approval at the next Board meeting. Carryover will be added after the City audit is complete.
9. Old business:
- a. Covid-19 Pandemic:
    - 1 Dunn County is still at a high level of transmission per KT Gallagher. She also said there is an uptick in breakthrough cases: people who have been getting Covid despite being vaccinated or having already had Covid. She reminded us to get tested and isolate if we have any symptoms. Stout will continue doing the community testing but will be closed for testing 12/22/21-1/2/22.
    - 2 One of our staff members tested positive for Covid. All staff were tested and all were negative.
  - b. Long Range Plan: See John Thompson’s timeline in your packet. He should have the results for us at our next meeting in January.
10. New business:
- a. Hours of Operation: Sterk provided some information on our current hours and how busy we are during those times. We are currently open Thursday night and it is very slow. New proposed hours for Menomonie: 9 am – 6 pm M-F and 10 am – 2 pm Saturday. New hours proposed for Elk Mound would be Mon 10 am – 2 pm, Wed 2 pm – 6 pm, and Thurs or Fri 2 pm – 6 pm. Motion by Mather, seconded by Mandelson to approve the proposed hours. APPROVED.
11. Agenda planning for next Board meeting:
- a. COVID-19: Update
  - b. Long Range Plan Update
  - c. 2022 Revised Budget
  - d. City Audit
  - e. Hot Spot Policy Amendments: Action Item
  - f. Review Circulation Policy including replacement card fees.
12. Other comments:
- a. Melissa Nichols received a scholarship from IFLS to attend WLA in Green Bay last month. Her report is in your packet.
  - b. (Maureen Welch (IFLS Librarian) reported at the MORE RSCD Committee meeting on Wisconsin’s Digital Library and Advantage Purchasing. The report is in your packet. In 2021, 6 million digital items were accessed by Wisconsin residents. This is up 1 million items from 2020. E-content represents 25-30% of Menomonie’s current circulation.
  - c. Library staff collaborated to create “12 days of Grateful.” Small trinkets and food items have appeared in our mailboxes for the last week. Tracey prints notes to go with the items, for instance: with a cookie it said, “No matter how the cookie crumbles, you’re the best staff around! Thank you!” Staff is enjoying that!
  - d. Loyal library patron Joan Polasky died last week and many staff attended her funeral. The library was one of her favorite places and was gifted her funeral arrangements which are decorating the library. Joan made it her mission to spread JOY where ever she went. She will be missed!
13. Adjourned at 7:10 PM

Next Board Meeting: **January 20, 2022 at 6:00 PM via Zoom**

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*Lisa Murray,*  
Recording Secretary

*Date*

*Brian Seguin*  
Secretary

*Date*