

Meeting of the
Menomonie Public Library Board of Trustees
February 17, 2022 @ 6:00 PM

At the Menomonie Public Library
A link to the recording may be found here:
<https://us02web.zoom.us/rec/share/PWnUjFEGIlkWIp8QB3OONxQL9kSPbAcDgsFJlh8fPu4istzn4dJqIUpfFV-B1CTL.c7IWl2l8qd5egg-J>
(Passcode: r1rt&E3j)

Minutes:

1. Call to order: by Witucki at 6:05 PM.
2. Roll Call:
 - a. Present: Don Kuether, Scott Flaschenriem, Darrin Witucki, John Grape, Sara Huhmann, Logan Mather, Dayle Mandelson, Kelly McCullough and Suzanne Gaines
 - b. Absent: Brian Seguin, Jessica Graham & Pat Hahn
 - c. Also present: Joleen Sterk, Director; Lisa Murray, Recording Secretary; Jodi Bird, Public Services; Tracey Sorenson, Communications Specialist; & Helen Hullberg, MPL Foundation President.
3. Certification of compliance with Open Meetings Law.
4. Approval of agenda: Mather made a motion to approve the agenda, seconded by McCullough. APPROVED.
5. Public comments: None
6. Reading and approval of the minutes: Flaschenriem moved to approve the January 2022 minutes, seconded by Huhmann. McCullough abstained. APPROVED.
7. Bills & Payroll: Mandelson moved to approve the February 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) Witucki met with Sterk last week and attended the MPL Foundation meeting on 1/31/22.
 - d. Director's report: (Joleen Sterk)
 - 1 Sterk noted that several board members' terms are up this year. Please let her know your intentions on whether or not you plan to stay on the board.
9. Old business:
 - a. Sterk spoke to KT Gallagher, Dunn County Health Dept.
 - 1 Regarding the Covid numbers: Although the number of positive cases is decreasing, we are still in the high threshold averaging 18 cases/day using a 7-day average. She recommended continuing to encourage wearing masks indoors and continue having a maximum of 25 people for indoor gatherings. Sterk recommends continuing our current open hours. We have had some staff shortages due to Covid but so far have had enough staff to cover the absences.
 - 2 KT Gallagher asked Sterk to consider holding a vaccination clinic at the library in the future. There is funding through Westcap. We could offer incentives like movie tickets or hair cut tokens. She thought it would be better if it was a regularly occurring date and time for the clinics. Motion by Mandelson, seconded by Gaines to hold vaccination clinics at the library. APPROVED.
 - b. Long Range Plan: The updated timeline for the long range plan was in your packets.
 - c. Community Conversations: Grape is enrolled in Leadership Menomonie and his team is hoping to have some community conversations about the library for their service project. They hope to target people who do not use the library and find out why. They have created a new survey which should be available next week for about a month. They will share the data collected with Sterk & the Library Board.
10. New business:
 - a. Policy Review
 - 1 Reference Policy: Flaschenriem noted there was an extra space by the indent under "Instructional Service" under the bullet point, which begins with, "Patrons also receive instruction..." Motion by Huhmann, seconded by Mather: to approve the updated reference policy as presented and edited. APPROVED.
 - 2 Request for Reconsideration: This was amended to include make-up of the reconsideration committee. A new amendment was proposed to read, "The Reconsideration Committee will be an ad hoc committee, consisting of: the library Director, library staff with collection development responsibilities, a library Board of Trustees representative, a representative from

the School District of the Menomonie Area (if the item in question is geared for children of school-attending age) and one or two members of the community at large, to reach a total of 5 committee members, *as selected by and presented to the library board.*" Motion by Mather, seconded by Grape: to accept the new policy as amended. APPROVED.

- b. ACT 150: Motion by McCullough, seconded by Witucki, to accept the ACT 150 calculations as presented. APPROVED.
 - c. Annual Report: Motion by Mandelson, seconded by Mather to accept the 2021 Annual Report as presented. APPROVED.
 - d. Covid Mitigation: No action at this time.
 - e. Joan Polasky left the library as beneficiary of a life insurance policy. The total amount was \$71,064.75. Motion by Gaines, seconded by Kuether to accept the funds and deposit into our Gifts fund until further discussion on its utilization. APPROVED. Joan had some guidelines for use of the funds, including mental health resources, and a recognition piece that would state, "To share Joy is to know Joy." The board agreed to do a press release which would both announce the gift and explain options of giving to the library. Witucki will work on the press release.
 - f. Witucki asked board members to consider volunteering for an Ad Hoc committee to discuss upcoming capital building projects. Cedar Corp did a facility study a few years ago and this would be used by the committee as part of the long range plan. Motion by Witucki, seconded by McCullough to form this Ad Hoc Committee to determine the facility aspect of the long range plan. APPROVED. Mather & Grape volunteered to be on the committee with Witucki.
11. Agenda planning for next Board meeting:
- a. COVID-19: Update
 - b. Long Range Plan Update
 - c. Carryover distribution
 - 1 Loan Payoff amounts
12. Other comments: None
13. Adjourned at 7:15 PM

Next Board Meeting: **March 17, 2022 at 6:00 PM via Zoom**

Lisa Murray,
Recording Secretary

Date

Brian Seguin
Secretary

Date