



Meeting Minutes

Library Board

Tuesday, September 8, 2020

5:00 PM

La Crosse Main Library - Video Conference

Agenda

1. Call to Order

PRESENT:

Sue Anglehart, Katie Bittner, Jodi Ehrenberger, Cat Ellingson, Shelley Hay, Araysa Simpson

ABSENT:

Jeff Bagniefski, Kathy Ivey, Gary Padesky

The Chair, Ms. Anglehart, called the meeting to order at 5:10 p.m.

2. Approval of Minutes from Regular Board Meeting

Motion to approve the minutes of August 11, 2020.

(Araysa Simpson / Jodi Ehrenberger) Carried

3. Approval of Committee of the Whole Minutes

Motion to approve the Committee of the Whole minutes of August 31, 2020.

(Cat Ellingson / Jodi Ehrenberger) Carried

4. Election of Officers

Motion to nominate Sue Anglehart for President.

(Jodi Ehrenberger / Katie Bittner) Carried

Motion to refer Vice-President nomination vote to October.

(Araysa Simpson / Katie Bittner) Carried

Motion to nominate Araysa Simpson for Secretary.

(Katie Bittner / Sue Anglehart) Carried

5. Approval of Bills & Financial Reports

Ms. Grant noted that retirement payouts are now reflected in the financials with a total carryover available of \$46,792.

**Motion to approve the bills and financial reports for August 2020.
(Araysa Simpson / Cat Ellingson) Carried**

6. Reports

6.1 Director's Report

6.11 Vacancy Report

Ms. Grant reported no vacancies at this time, and noted the eight full-time employees who were furloughing since June 12th returned to their positions on Friday September 4th. They were re-acclimated with a tour of the current setup and procedures, and were informed about the next planned phase of service. Each returning employee met individually with Ms. Grant and a manager to help in the re-onboarding process.

6.12 Service Updates

Planning continues on expanding services in the next phase to include in-person browsing of circulating materials. This service would utilize a "grab and go" model that accommodates short in-person visits with limited occupancy based on social distancing guidelines. Upon launching, computer appointments would no longer be required and self-pickup of holds would again be offered. Seating areas, meeting rooms, and children's play areas would still not be available for use. This next phase is set to be launched by the end of September after plans are publicized and spaces and staff have been prepared for upcoming changes.

Several libraries in the system are offering browsing. In looking at comparable libraries statewide, about half of the other resource libraries are beginning to offer limited browsing in some capacity.

Youth Services resumed virtual story times for fall, and are again offering the very popular weekly craft bags. In addition to continuation of virtual programs, the Adult Program team is just beginning to try out some very small group in-person programming in the Courtyard (Books-n-Brunch and Chapters) as well a virtual option depending on COVID conditions.

6.13 2021 Operating Budget

On August 18th, Ms. Grant met with the Mayor, Finance Director, and Budget Analyst to discuss preliminary 2021 expenditures and revenues. She shared those figures and explained some of the needed adjustments. The next phase in the budget process is the Board of Estimates work session which was originally scheduled for September 8, but has been moved to September 14th and will continue Tuesday the 15th if necessary.

6.2 Committee of the Whole Report

6.21 Review / Approval of 2021 System Resource Contract

*Motion to approve the 2021 System Resource Contract.
(Katie Bittner / Shelley Hay) Carried*

6.22 Review / Approval of 2021 Operating Budget

*Motion to approve the preliminary 2021 Operating Budget as presented.
(Araysa Simpson / Cat Ellingson) Carried*

7. Old Business

7.1 Solar Project: Kiosk Update

The solar system was switched on a few weeks ago with no issues being reported. The library will be receiving a Management Data Collector, which will be connected in the data closet. Lou Kalis and Russ McClintock will continue collaborating with Winona Controls to connect our HVAC software which will provide a total picture of energy savings going forward.

8. Public Comment / Other

None.

9. Topics for Future Meetings

Ms. Grant and Ms. Anglehart discussed the Library Director evaluation earlier this summer, but with other priorities taking precedence this year the review wasn't scheduled. Staff evaluations were also postponed. The Director evaluation is usually done annually and was listed on the Board's master calendar of work. While step increases aren't involved, the replenishment of the Director hospitality fund is part of this process. As there is still a balance in this fund, it isn't an immediate concern. If the board would like to postpone the review long term, the decision would need to be reflected in minutes. Ms. Grant will add this topic to the October COW agenda so the board may consider whether to postpone the review or move forward with it at future meeting.

10. Adjournment

Time: 5:40 p.m.

Motion to adjourn.

(Katie Bittner / Cat Ellingson) Carried