



Meeting Minutes

Library Board

Tuesday, July 14, 2020

5:00 PM

Video Conference

1. Call to Order / Roll Call

PRESENT:

Sue Anglehart, Katie Bittner, Jodi Ehrenberger, Cat Ellingson, Shelley Hay, Kathy Ivey, Gary Padesky, Araysa Simpson

ABSENT:

Jeff Bagniefski

The Chair, Ms. Anglehart, called the meeting to order at 5:03 p.m.

2. Approval of Minutes

Minutes are now recorded using the Legistar template. Board members expressed approval of the new look and format.

Motion to approve the minutes of June 9, 2020.

(Kathy Ivey / Katie Bittner) Carried

3. Approval of Bills & Financial Reports

Approved reductions to the 2020 operating budget were emailed directly to the City Finance Director following the conclusion of the June 9 meeting per her request. Current figures do not reflect the reduction in balance, Ms. Grant will follow up with Finance on this discrepancy.

Motion to approve the bills and financial reports for June 2020.

(Gary Padesky / Araysa Simpson) Carried

4. Reports

4.1 Director's Report

4.11 Vacancy Report

Two eligible former employees included in the recent reduction in force elected to retire. There are no additional vacancies to report.

4.12 Service Updates

The process for pickup of requested materials changed June 25, switching from a scheduled curbside pickup only to a pickup that occurs after receiving a hold notification (as before COVID). Curbside is still available for patrons who are more comfortable, or those wishing to schedule service at North or South branches.

Materials pickup is now accessible through the South entrance. There are two temporary service points set up with sneeze guards. Occupancy is still limited, lines are spaced six feet apart, and patrons are required to wait outside until they can be assisted.

*Patrons may pick up items at Main during current open hours:
Monday, Tuesday, Thursday, and Friday 10am -6pm and Saturday 1-5pm.
Due to the reduction in force and extended and intermittent staff furloughs, the library is closed Wednesdays and Sundays.*

The exterior drop box at Main (outside South entrance) is now open 24 hours for convenient materials return.

Youth Services is creating different weekly craft kits for school age and preschoolers, over 200 were given out this week.

Scheduled computer appointments continue to be offered Monday, Tuesday, Thursday, and Friday 10am – 1pm and 3-6pm, as well as Saturday 1-5pm. This service has been well utilized.

Face masks are required for staff, unless working in isolation in offices. Face masks have always been strongly recommended for visitors, but are now required when inside City of La Crosse buildings.

Materials are still being quarantined per CDC recommendations, and there is still no browsing of collections. Virtual services and expanded hours for Wi-Fi access continue to be offered.

An initiative to collect patron impact statements has begun in response to questions received about how people can best help the library. These statements will be helpful in demonstrating the library's community value as people share their library stories. Forms are available on the library website; printed copies are also available at the Main library.

4.13 Solar Project Update

The solar panel installation is complete and an inspection has been done. The

system is ready to go once approval is received.

The Board inquired about the educational component to the solar project. A kiosk had been included in the initial planning process and was an important aspect in the Board's approval of additional funding sources to complete the roof project so the solar installation could be done. Ms. Grant will follow up on this with the Mayor at their meeting next week.

4.14 Capital Improvement Budget Requests Update

On July 9, Common Council approved two library project requests for 2021:

1) Main Library Flooring

Amendment by Councilperson Olson to increase funding from \$170,000 (just for flooring) to \$310,000 to also include replacement of shelving.

2) South Community Library Remodel

\$500,000 to replace the roof and potentially fund plans to address other needs: ADA bathrooms, meeting rooms, etc.

The request also includes one million in 2022 to complete those updates. Councilperson Olson put forth another amendment to move all total funding to 2021, but ultimately that did not pass.

4.2 Committee of the Whole Report

4.21 Retiree Recognition

Letters were sent to retirees to invite personal input about acknowledgement of service. One of the retirees responded, Ms. Grant will follow up accordingly. The amount of payouts for the Gleason and Raulusonis retirements is \$41,547.49.

*Motion to refer approval of \$41,547.49 for retirement payout until August meeting.
(Gary Padesky / Kathy Ivey) Carried*

4.22 Format of Committee Reports / Minutes

As COW notes will now be referred to as minutes, they will need approval moving forward. COW minutes will be noted on the agenda under the Committee of the Whole Report, and will be approved the same month of the meeting. July COW minutes will be approved at the August meeting as they were not an agenda item this month. Anita Doering will investigate whether the by-laws would need to be updated to reflect this change.

5. Old Business

None.

6. Public Comment / Other

Larry Sleznikow commented that a live solar monitoring dashboard should be part of the library installation because it is a great educational component.

7. Topics for Future Meetings

The Board would like to discuss the annual Give-a-Gift event and how it might be structured. Ms. Grant explained that after the 2019 event, staff was already brainstorming changes to refresh this annual event and future fundraising efforts. Since large in-person gatherings are not likely due to COVID-19 and the library is short staffed, a virtual event may be a possibility. Cat Ellingson is currently assisting with a virtual auction for Rotary, and will provide feedback and ideas for this year's event.

Ms. Anglehart inquired about voting in November. Ms. Grant has notified the City Clerk that library staff will be unable to assist due to being short staffed. She also mentioned the possibility of closing the Main library for the Presidential election in November.

8. Adjournment

Time: 5:50 p.m.

Motion to adjourn.

(Jodi Ehrenberger / Katie Bittner) Carried