

**CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES**  
**Friday, August 18, 2020 at 8:00am held by Teleconference**

**Call to Order:** The Meeting, held by teleconference, was called to order at 8:00am by Library Board President Jim Flynn.

**Library Board Members Present:** Library Board President Jim Flynn, Financial Secretary John Haider, Alderperson Mike Wissell, BDUSD Designee Rob Meyer, Samantha Stam, Tina Pawicz, and Mike Devitt.

**Board Members Excused:** Beth Jewel and Mary Vogl-Rauscher

**Also Present for all or part of the Meeting:** Sue Mevis Library Administrator; Sarah Cournoyer Youth Services Librarian; Anita Streich Information and Community Services Librarian; and Cal Hemling Wells Fargo Library Endowment Fund Advisor.

**Library Board Moderator Introductory Remarks:** Sarah Cournoyer conducted the Library Board Member roll call. She provided attendees with guidance on meeting etiquette, including a request to identify oneself when speaking and to minimize background noise. She stated the meeting may be recorded. At the conclusion of her remarks she turned the meeting over to Library Board President Jim Flynn.

**Appearances & Correspondence:**

Cal Hemling, Wells Fargo Investment Advisor provided an overview of the Library's Endowment Fund portfolio. The fund and overall market were up since the last meeting. Following a brief Q&A, the Board by consensus authorized moving forward on Hemling's recommendation to move an equity fund into a bond fund. This should move the fund closer to the 70/30 guideline. *Hemling left to attend to other business at 8:12am.*

Library Board members acknowledged correspondence from New Beginnings Homeless Shelter of Dodge County, Inc. In brief, the letter from Letty Castillo, County Coordinator Central Wisconsin Community Action Council agency representative, "respectfully requests that library policy and procedures be adjusted to accommodate full library privileges for Resident Managers, who live on site and are not considered "transient" in terms of their living situation."

The Library Administrator Sue Mevis confirmed that the Library Cards and Borrowing Privileges Policy in place does not distinguish between shelter participant resident status categories. It states, "Restricted Access Library cards may be issued to adults and children who are staying at a shelter." Exceptions made would set a precedence and require a policy revision. She said instead of a policy change the Board could establish a more generous restricted card for shelter residents that have a more permanent status. The existing shelter card limits a shelter participant to 1 print item and library public Internet access.

**BDUSD Designee Rob Meyer made a motion that was seconded by Alderperson Mike Wissell to set up a Restricted Card option for Resident Manager category shelter participants. A card that allows for 3 print items at a time, placing holds, and library internet access. The ayes have it and the motion carried, with Devitt abstaining due to his membership on the Shelter Board.**

### **1. Library Reopening Reports:**

Library Reopening Hours ~ Review ~ Discuss ~ Action | Library Board President Jim Flynn asked for input from Library Board members on *changing Library weekday hours from 9am-7pm to 9am-6pm beginning September 1, 2020*. Hearing none, President Flynn said business continues to drop off after 5:45pm weekdays. He said he and the Library Administrator had discussed this topic yesterday. He feels this change would alleviate scheduling pressures due to fewer employees and school accommodation requests from employees. He asked the Library Administrator for her thoughts.

Sue Mevis, Library Administration said compressing supervisors into fewer hours would help with scheduling staff during a public health crisis. Staffing levels can change unexpectedly at a moment's notice. A Library Supervisor must be in the building for the library to open. A 6pm closing would also be safer as daylight hours diminish.

Library Board President Flynn asked Librarians present at the meeting to provide additional input on Library open hours. Anita shared that during these uncertain times with safety concerns and staffing level instability library visits after 6pm do not warrant later hour availability. Digital services are available when the library is closed.

***Financial Secretary John Haider made a motion that was seconded by BDUSD Designee Rob Meyer to set the Library open hours to 9am-6pm Monday-Friday and Saturday 9am-1pm beginning September 1, 2020. The ayes have it and the motion carried.***

**Discussion moved to Return to School Considerations** | BDUSD Designee Rob Meyer provided a summary of the BDUSD Return to School 2020-2021 Plan. He said the District is offering a hybrid model with the goal to provide students, staff, and families with the opportunity for in person teaching and learning as much as possible, while also maintaining the ability to flex and shift as necessary.

The Library Administrator said the library will not be back to normal operating procedures when school starts. We remain in Stage 4 of our Reopening Plan offering essential services that include virtual programming only, limited seating, masks required, and social distancing in place. The library strives to provide a safe environment for visitors of all ages. Students will not be able to use the library after school for gaming, socializing, or waiting for rides or practices to start.

Library Board members said they understood the need to limit student population in the library. **Available and very limited seating must be kept open for people of all ages who are in the library for library purposes.** Discussion turned to how to address the limiting. Board members supported the idea presented by Librarians to request Auxiliary Police *assist with dealing with dispersal of congregating students, entryway assistance clearance and free passage, and outside crowd gathering control.* Library Administrator Mevis said she would submit the request to the Chief of Police.

Library Board members decided the limited public internet workstations should be available for adults only for job searching, filing for unemployment, and other essential activities. The Library Administrator said she would take care of this access change following the meeting.

**Library Policy Update Reopening Plan and Temporary Amendment Statements |** The Library Administrator said that statements are being added to Rules of Conduct and other policies, referencing the Reopening Plan and/or temporary amendments as recommended by the *Wisconsin Public Libraries Reopening Guide.*

**Library Administrator Monthly Update |** Sue Mevis Library Administration said the GPS ionization systems installation for the library has been completed. In brief the systems operate within the library's existing HVAC equipment and assist with breaking down odors, contaminants and some viruses and bacteria.

The Library continues to see growth in digital readership and digital library usage. Digital formats available include eBooks, eAudio, movies, music, magazines, and more.

Physical items checked out remains at about ½ pre-COVID-19 levels. In person visits continue to increase slowly and are about ½ the foot traffic there was before the shutdown. Daily average January-February was 383 before shutdown; June 1-15 daily average 38 at opening; and July daily average 194. The increase in visits is encouraging.

**Youth Services Monthly Update |** Sarah Cournoyer, Youth Services Librarian provided a summer reading program update. The program runs thru mid-August. Sarah said virtual storytimes continue to be popular and will be extended thru August.

**Information & Community Services Librarian |** Anita, Information & Community Services Librarian said she continues to reach out to both Library Book Club and Genealogy Group members offering reading lists and genealogy support in an individualized manner. Keeping lines of communication open and making herself available to members of those groups during the closure and after reopening has been welcomed.

She keeps very busy at the Information Services Desk helping people with information needs thru a variety of communication methods texting, email, phone. She continues to provide marketing and support for the Mailbox Library Service.

**Monthly Statistical Report Review** | July monthly statistics were reviewed. In brief 66 new cardholders were added; 5,034 visits; 4,083 digital and streaming items checked out; and 12,703 physical items checked out.

## **2. Minutes of July 17, 2020 Library Board Meeting:**

*Motion by Alderperson Mike Wissell with second by Vice President Samantha Stam to approve the minutes of the July 17, 2020 Board Meeting as printed. With no comment or discussion, the ayes have it and the motion carried.*

## **3. Financial Reports:**

*Motion by BDUSD Designee Rob Meyer with second by Alderperson Mike Wissell to approve the invoice paid list dated August 14, 2020. Mevis said invoices were for customary or budgeted items. With no comment or discussion, the ayes have it and the motion carried.*

Board members acknowledged the Expenditure comparison report for the month ending June 30, 2020. At the end of June 42.64% of the budget had been expended.

## **4. Library Budget 2021:**

The Library Administrator said that 2021 City of Beaver Dam budget guidelines were not yet available. The City Capital Improvement Plan 2021-2025 is under development. There are currently no Library projects in this plan. The front sidewalk block replacement at Spring Street entry 2020 item was on the schedule. These blocks were out of line due to age and ice damming issues over the years creating a safety hazard.

## **5. Endowment Fund Period Ending July 31, 2020:**

Under Endowment Fund business the Financial Secretary, Haider presented the Board with a Summary of Endowment Funds held by Wells Fargo Advisors period ending July 31, 2020. He supported the Wells Fargo recommendation covered earlier in the meeting.

There were no donations or deposits to acknowledge. Financial Secretary Haider said he informed the Beaver Dam Community Foundation of the Board's decision that the foundation model they use is not appropriate for the Library Endowment Fund.

## **6. Building and Equipment Report:**

The Library Administrator said that installation of the new Emergency Exit and Fire door was expected to be in place mid-September. The new digital messaging monument sign was also in the works.

### **Personnel Report:**

7. Library Board members acknowledged the resignation of a part-time Library Clerk who left to finish her college degree. They also recognized a part-time Library Page who resigned. Both had been at the Library about 6 years the Library Administrator said. With the 2021 budget guidelines still a question she was recommending leaving the positions open for now. Both worked behind the scenes with check in and shelving.

### **Monarch Library System Report:**

8. Mevis said that she was recommending discontinuation of the use of a Collection Agency as part of the move to the Monarch Library System Integrated shared catalog. It is not possible to transfer existing collection agency data into the new system. The Library's fine free status also makes it less likely that patrons would reach the threshold. **Wisconsin Statute 43.61(2) Theft of Library Materials** would remain an option. The Library Administrator said this statute has been applied in the past for more severe higher cost non-return of items.

Whoever intentionally takes and carries away, transfers, conceals or retains possession of any library material without the consent of a library official, agent or employee and with intent to deprive the library of possession of the material may be penalized as provided in sub. (5) Whoever violates this section is guilty of (a) A Class A misdemeanor if the value of the library materials does not exceed \$2,500. And (c) A Class H felony if the value of the library materials exceeds \$2,500

***Motion by Financial Secretary John Haider moved with second by Alderperson Mike Wissell to discontinue the use of a Collection Agency as part of the move to the Monarch Integrated Library System (ILS). The ayes have it and the motion carries.***

### **Additional Items to be Considered by the Library Board for Placement on Future Agendas**

9. Mevis said she would send out a 2021 Library Budget draft in advance of the meeting.

### **Announcements/Comments from Board Members | Non-Action Discussion:**

10. No discussion occurred.

### **Next Regular Meeting Date Announced:**

11. Library Board President Flynn *reminded the Board that the next Library Board Meeting to be held by teleconference is Friday, September 18, 2020.*

### **Meeting Adjournment:**

12. ***Financial Secretary Haider moved with second by Board Member Tina Pawicz to adjourn the meeting at 9:08am. With no comment or discussion, the ayes have it and the motion carried.***

Recording Secretary,

Sue Mevis, Library Administrator