

## CITY OF BEAVER DAM COMMUNITY LIBRARY BOARD MEETING MINUTES

Friday, October 16, 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, BDUSD Designee Rob Meyer, Samantha Stam, Tina Pawicz, Beth Jewel, Mary Vogl-Rauscher, and Mike Devitt.

**Board Members Excused:** Alderperson Mike Wissell

**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.

### Appearances & Correspondence:

Cal Hemling, Wells Fargo Investment Advisor provided an overview of the Library's Endowment Fund portfolio. Cal said it is an interesting time in the market and the Endowment continues to do well. NASDAQ (tech...) is up 32% for the year. S&P 500 +9.6% and Dow (+1.8%). Because of high percentage increases equities edged up to 71.8%. He offered a recommendation should the Board wish to bring the equity/bond ratio closer to 70/30. Jim commented that 1.8% is not too far off and asked for the Financial Secretary John Haider's input. John said close enough but need to be watchful as the election plays out. Let it ride but be observant. *Hemling said he would keep his eye on volatility spikes and left to attend to other business at 8:08am.*

### 1. Library Reopening Reports:

Library Update~ Review ~ Discuss ~ Action | Library Board President Jim Flynn asked Sue Mevis Library Administrator to provide a Library Services update. Sue said "that if there are enough staff members available to work the Library can be open. *The question that needs to be answered by the Library Board is should the Library be open.* Even with state mask and gathering orders in place people continue to gather, group up, and some do not wear masks in the library." Mevis shared a *library offers safer large group visit options letter* that was being distributed to organizations bringing in large groups for visits, at times 20+ people.

Sue also shared information from COVID-19 Community Forum and other meetings. Advice on handling the surge locally, in Dodge County, and statewide was offered. Sue said "Covid-19 Community Information Forum presenters and the Dodge County Public Health Officer are asking everybody to do their part in helping to stop the Covid-19 activity surge. Closing the library facility and moving to providing Library Services remotely could be a way to help slow the spread." If the decision is to remain open, she advised not to increase hours as increasing would make scheduling even more difficult.

Library Board President Jim Flynn kicked off COVID-19 discussion by saying “that he would support closing the library in November and December as a measure to help stop the spread of COVID-19. COVID-19 numbers are alarming, and he feels safety of both library employees and the public visiting the library is of utmost importance.”

BDUSD Designee Rob Meyer provided a brief update on the school closure. It is short-term due to staffing issues with quarantine. The weeklong closure will be a way to deal with the staff shortage. Board member Mary Vogl-Rauscher said MPTC is open for in person learning, masks required. Mask noncompliers are escorted out by security. Mary said she is not sure if closing the library is the right decision as controlling COVID-19 community spread is a larger issue. She would support closing if that was the Board’s decision.

Financial Secretary John Haider said that the Library Board’s job is to consider closing to provide greater safety for library employees and the community. The larger issue is for others to address. Board member and Attorney Mike Devitt said the courts are open for jury trials, masks required. Judges deal with mask noncompliers swiftly in the courts. Both Mike and Rob both said other establishments are open providing services. Vice President Samantha Stam said in her job she is somewhat removed from the public which is not possible for staff working in a public library. The Library also does not have security guards or judges to help address noncompliance issues. She has safety concerns for both library employees and the public if the library facility remains open.

As a person working in the health field Board member Beth Jewell shared her thoughts. “She is very worried about the gathering, noncompliance with mask wearing, etc. Perhaps moving to by appointment only visits, limiting to one at a time, etc. could be considered. Gatherings and grouping up occurring is really concerning. To stay open additional safety protocols, need to be added.”

She offered the following safety advice for everyone to consider. Unless it is necessary Library employees should stay out of public floor areas. Beth said “wear masks, and masks and shields would be best, particularly at this time. The mask helps keep you from potentially infecting others and the shield provides added protection to you from being infected by others. Keep in mind the plastic shield does not replace a mask. Both are needed for two-way interaction protection.”

Library Board President Flynn asked the Library Administrator how staff feels about working, are they concerned, afraid for their safety, etc. Sue said it is not just the COVID-19 issues Librarian Supervisors are dealing with. Very recently the Police were called in by a supervisor due to an adult acting strangely, talking to himself, waving his shoes, and appearing to be hallucinating. The Police came and said they would be transporting him to the hospital for evaluation as he had taken a drug and had suicidal thoughts. There are also some language barriers occurring due to non-English speakers who are not following safety protocols in place. She asked Librarians present to weigh in on this topic.

Anita said “no she does not feel safe. People are grouping up and organizations are bringing in large groups. Visitors also come right up to her when she must be out on the floor, possibly seeking some human contact. With the current COVID-19 surge safety is even more concerning from a personal level, for her co-workers, and those visiting the library. She supports closing and returning to remote service offerings.” Sarah said “she also has safety concerns for both library employees and visitors. If open the same hours are recommended.”

***Library Board President Flynn asked if there were any other remarks. Hearing none he said, “Library open hours will continue at Monday-Friday 9am-6pm and Saturday 9am-1pm.”***

**Library Administrator Monthly Update** | Sue Mevis Library Administration provided a September Monthly Statistical Report overview. In brief 69 new cardholders were added; 5,066 visits; 3,627 digital and streaming items checked out; and 13,151 physical items checked out.

**Librarian Update** | Sarah Cournoyer, Youth Services Librarian shared information on the 1000 books for Kindergarten reading challenge. The program encourages families to spend time together while promoting kindergarten readiness-one book at a time. Sue said the Information & Community Services Librarian Anita Streich is focusing on Grab & Go library service opportunities with make & take kits being one option.

## **2. Minutes of September 18, 2020 Library Board Meeting:**

***Motion by Board member Mary Vogl-Rauscher seconded by Board member Beth Jewell to approve the minutes of the September 18, 2020 Board Meeting as printed. With no comment or discussion, the ayes have it and the motion carried.***

## **3. Financial Reports:**

Mevis said invoices paid since the last meeting were for customary or budgeted items. The list of invoices paid is included in Board packets for their review. Library Board members acknowledged the Expenditure comparison report for the month ending September 30, 2020. At the end of August 67% of the budget had been expended.

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

Mevis said departments would be presenting budget proposals at the Council Meeting this coming Monday evening. She would be attending to answer any questions that might come up. She met with the Mayor and Director of Administration and they seemed satisfied with the .57% increase and lean approach taken.

## **5. Endowment Fund Period Ending August 31, 2021:**

Under Endowment Fund business the Financial Secretary, Haider presented the Board with a Summary of Endowment Funds held by Wells Fargo Advisors period ending September 30, 2021. John said “since the Endowment fund is a long-term investment

that is well invested the fund could recoup should there be a market plunge. Keeping a watchful eye is advised.”

Library Board members acknowledged the final payout of the Phyllis Frederick Trust in the amount of \$6,123.28. He said Phyllis was very generous with the total restricted gift being \$34,123.28. The donation is included on the Endowment Fund September Report.

John said the Syndicate #4 dissolution of assets had been completed. The Library received \$374.75 in sale proceeds. The amount asset amount carried over the years was \$1,500.00.

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

Mevis said the Library Custodian had identified some building brick work that needs addressing. Holes in the brick along with control joint cracks. Control joints in masonry are vertical weak planes intentionally built or cut into masonry to control where cracking occurs. She said the firm installing the brick for the new digital sign base had been lined up to repair the holes now. They will fit the control joint repair work into their schedule.

#### **Personnel Report:**

7. Mevis said there is nothing to report.

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

8. Work on migrating to the Monarch Library System integrated/shared catalog continues.

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

9. 2021 budget proposal status update and library service additions.

#### **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, November 13, 2020.*

#### **Meeting Adjournment:**

12. **Financial Secretary Haider moved with second by Board member Mary Vogl-Rauscher to adjourn the meeting at 9:04am. With no comment or discussion, the ayes have it and the motion carried.**

Recording Secretary,  
*Sue Mevis*  
Sue Mevis, Library Administrator