

Minutes of the Waupun Public Library Board Meeting July 20 2020

The online Zoom meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:47 p.m. on July 20, 2020. Also present were Hintze, Schultz, Sullivan, Gehl, Garcia, Jaeger, and Rohrer. Westphal was absent.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the June 15, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Downloads (OverDrive) up 26.8% up YTD.
2. Columbia County rural circulation up 0.9% YTD.
3. A majority of Monthly Statistics YTD will be negatively affected from the month of April forward due to the Covid-19 closure beginning in mid-March.

ARTICLE IV: Current budget was discussed with no concerns noted.

ARTICLE V: Motion by Sullivan, supported by Rohrer, to pay the July bills. Motion carried, 6-0 on roll call. Because the meeting was a Zoom meeting, Rohrer was not available to sign the bills. Jaeger was appointed to do so.

ARTICLE VI: Committee Reports.

- a. Evaluation Committee is continuing its work and will bring the completed evaluation to the Board at the August 17 meeting.
- b. The Budget Committee presented a 2021 Budget Worksheet, providing numbers if a wage freeze were put in place and numbers if a 1% wage increase were put in place. More information from the City will be needed before the 2021 Library Budget is finalized.

ARTICLE VII: Librarian's Report

- a. The Library has received \$225 dollars from the Memorial Fund of Clarice Braatz, former library staff member. The donation is to be used for Large Print books.
- b. Fire Chief DeMaa was called after a carbon monoxide alarm sounded. No carbon monoxide was detected. However, replacement alarms were purchased by the library and installed by DPW, since the old alarms were possibly 9 years old.
- c. Kimberly Young has been hired as the new Director of the Monarch Library System.

d. We are looking at stretching our summer intern past August since we have one staff out on a medical leave and our work scheduling of groups of three doesn't leave room for people taking vacation days or sick leave. However, this would only happen if her classes are online and she stays in Waupun instead of heading back to college if classes are not online. We budgeted for three interns at 600 hours each, and we could have her work no more than 1200 hours (when other benefits would start). Until she hears from her professors regarding online vs. in person classes, we can't really plan for her to be here past August.

e. Opening Update (from Pam)

Things have been going well for the past few weeks that we have been open. Patron counts are not as high as a normal summer day, but factors contributing to this are no summer reading program (a modified one is in the works), only having one computer open (this has reduced the amount of kids and regular computer users we have in the library), meeting rooms being unavailable, individuals who have chosen to limit their visits due to COVID and individuals who do not yet know that the library is open.

We have not experienced an overwhelming use of the one computer that is open, so for now we could remain with just the one available. We are having times throughout the day when no one is using it, and we aren't getting a lot of future reservations. We will continue to keep an eye on this and can add another computer when reservations/demand increase.

We are experiencing delays in receiving material for patrons and this is mainly because of 72 hour quarantine efforts in place. In a best-case scenario, it is taking 4 days for an item to go through the process of shipped to being available for a patron to pick up. Normally, it would take 2 days. Sometimes it is taking 10 to 14 days for items to arrive. There are several factors at play that are affecting delivery times. There is talk of increasing delivery days to 5 times per week instead of 3 that it is now. This may possibly help decrease the time it takes to receive items. Possibly not shorter than 4, but potentially could reduce the higher end of 10 to 14.

WISCAT is not yet available for us or for patrons to place requests. Several large libraries or library systems are indicating that they are not ready, and if those libraries are not participating, it undermines the quality of the service. It sounds like they want to wait until all or almost all lending resources are available. WISCAT staff is communicating extremely well, with a weekly update every Friday. We are ready to start this as soon as they determine the time is right.

We are currently keeping staff in separate scheduled groups as recommended. Right now it is working well. We have one staff member out on medical leave until probably the beginning of October, and we might lose Mykayla to college at the end of August. Once we have to start calling in several different people to fill in for shifts and there is more overlap, it may make sense at that point to revert back to a normal staff schedule.

f. Meeting rooms in the library will continue to be closed.

ARTICLE VIII: New Business:

a. Motion by Hintze, supported by Schultz, to approve the COVID-19 Telecommuting Request and Agreement with the following changes in order to stay in compliance with Chapter 43.58(4): 1) Page 1, section III – Requests will be approved by the Library Board President. 2) Page 2, section VI – This is an agreement between the Library Board and (employee name). 3) Page 3, section 7 – Requests to use personal equipment will be considered on a case-by-case basis. 4) Page 4, - Library Board President authorized signature for staff working from home. Motion carried.

ARTICLE IX: Motion by Rohrer, supported by Sullivan, to adjourn at 5:40 p.m. Motion carried.

Next tentative meeting: **Monday August 17, 2020, at 4:45 p.m.**

SANDRA ROHRER Secretary
SR/bkj