**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

[**www.abbotsfordpl.org**](http://www.abbotsfordpl.org)

**REGULAR MONTHLY MEETING: Meeting / April. 21th, 2021 / 5:00 PM / Public Room**

**ATTENDEES:**

 Jochimsen (Library Director), Board: Giffin, Bittner, Huther, Dukelow

 Members absent: Braun, Hinrichsen, Suttner

**Call to order:** 5:01 pm

**Reading of the minutes from previous meeting:** Read and approved. Dukelow/Bittner

**Public Comment:**

**Old Business**:

* Discuss changes to make for April or choose to maintain current hours/procedures. Board decided to stay at current hours/procedures. The library will slowly start removing restrictions: sanitizer spray will be purchased for soft surfaces and the yellow tape removed from the chairs. Adult craft night will have the option of virtual or in-person with a limit of 10 for the in-person; goal is to go slow to not overwhelm staff and see how the public responds.
* MCPL update: A representative from DPI (Department of Public Instruction) came before the Marathon Library Board of Trustees to talk about what the effects would be from withdrawing from WVLS and the smaller libraries that make up the system. https://www.mcpl.us/sites/default/files/attachments/20210300\_dpi-responses-to-mcpl-board-questions.pdf
* Fax prices: The director inquired if a change in a fax pricing from a dollar per page could be changed to a dollar per first five pages and a quarter for each page after. The director informed the board that library staff have been receiving larger fax requests and wished pricing more feasible for patrons. The board decided more research was needed before a decision could be reached. The director will compile a list of monthly revenues from faxing to see if a change in fax policy would be effective. The director will inquire into the cost of faxing at other local areas: county market, Colby Library, Dorchester Library.
* Plant a Pizza Garden: The library will plan to hold this program in early June. Pre-registration will be required. Monica Dukelow stated that she would donate some plants and containers for the program.
* Outdoor programs: Director will purchase a shade pop-up tent for summer outdoor programs. After consideration, the director decided not to do outdoor movies this summer. The library movie license has limits on what movies can be shown outdoors. Showings would have to be late for adequate darkness. It would be harder for staff to clean up outside than it is inside. The library will however, look at doing family movie nights again with restrictions. Sign-up required. No floor seating.

**New Business**

* The library’s Cameras have stopped working. The director was tasked with getting a quote from ComputerTR. The Quote for a 16 channel NVR hdd with monitor and 5 cameras would be $3270.50. The Quote for a 8 channel NVR hdd with monitor and 5 cameras would be $2743.00. Current camera wiring would have to be replaced. The City Administrator was also going to discuss the City’s Camera’s at the 1st May Council meeting. The board decided to hold off deciding until the City has had a chance to meet.
* Clock quote: The Board decided to table this item until the next meeting. Board President Hinrichsen’s family donated the clock. The board decided that Hinrichsen should be part of the decision on where the clock is repaired.
	+ Irv’s Clock Shop - $120 possibly more if repairs are needed
	+ Just clocks clock repair - $520 millage included
* Discuss changes to make for May or choose to maintain current hours/procedures.
	+ The board would like the library to return to full Tuesdays and Thursdays by mid May or June 1st. The Director will talk to staff and adjust scheduling as needed.
	+ The library toys will be available for inhouse sign-out. Each child will be limited to one toy per visit, per day. The toys will be signed-out on a sheet with name, toy, and time. The toy will be returned to the librarian when the child leaves. The librarian will spray the toy with disinfectant and put it in a 24-hour quarantine.
* MCPL update: public hearing to be held off and MCPL will spend the rest of the year educating people about their message with information meetings and listening sessions.
* New Collection: Puzzles- through donations
	+ Puzzle collection-policy
* Abby Library Activity Bags: New collection to continue “take-n-makes” and generate circulation.
	+ Board recommends to first try encouraging patrons to check-out books with the activity. They warned that an activity bag could be too time consuming to maintain.

**Treasurer’s Report**: 19% of budget spent, total=$26,303.97 of $135,018.97 - approved

**Circulation Report:**

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* Total Circulation: March 2021: 1621 Feb. 2021: 1275
* March 2020: 2902 March 2019: 2,601 March 2018: 2,537 March 2017: 2,575 March 2016: ­­­2193 March 2015:2187 March 2014: 1863
* Circulation Break-down:

- Books: 644, DVD: 252, Spoken Record: 44, Large Print: 32, Magazines: 34, Other: 30

**Other Usage Report:**

* Wireless Sessions: March: 442 Feb:289 Jan: 269 Dec: 256 Nov: 360 Oct: 325 Sept: 473 Aug: 459 July: 490 June: 331 May: 327 April: 253
* Overdrive E-material Checkout: April: 225 March: 218 Feb:221 Jan: 229 Dec: 201 Nov: 187 Oct: 207 Sept: 211 Aug: 213 July: 250 June: 243 May: 237 April:286
* Website Visits: March:220 Feb:175 Jan: 204 Dec: 217 Nov: 166 Oct: 220 Sept: 195 Aug: 221 July: 222 June: 256 May: 276 April: 443 March: 394 Feb.: 175
* Public Computer Uses in March:147 Feb:125 Jan: 82 Dec: 100 Nov: 100 Oct: 85 Sept: 100 Aug: 99

**Monthly Reference:**

* March: 68
* **Patron Count:**
* March 2021: 595 March 2020: 706 March 2019: 925 March 2018: 1402 March 2017: 1183 March 2016: 950

**Policy Review:**

**WVLS report:** Director was voted to be Vcat chair for 2022.

**Director Report**

* Last Month Program Count:

 March: Monthly Program total: 16 programs, 242 attendance

* Future Programs: (See handout) Take-n-Makes, Booksale, Movie Night, in-person adult craft night
* Summer Reading Program Overview so far
	+ Permission for sidewalk chalk

**Staffing/Operating Issues**

 Gum on outside door: 2 incidents

 Trash in outside drop: 3 incidents

**Next meeting:**

Wed. May 12th at 5:00pm – Meeting moved to earlier to accommodate schedule conflict with school.

**Adjourn:** 6:06 pm Huther/Giffin, passed



