**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

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**REGULAR MONTHLY MEETING: Meeting / July 21, 2021 / 5:00 PM / Public Room**

**ATTENDEES:**

Jochimsen (Library Director), Board: Giffin, Bittner, Huther, Suttner, Hinrichsen

Members absent: Dukelow, Braun

**Call to order:** 5:02 pm

**Reading of the minutes from previous meeting:** Read and approved. Giffin/Suttner

**Public Comment:**

**Old Business**:

* Library Surveillance Cameras
  + New cameras were installed on June 16th. They appear to be working fine. Hub is located in the director’s office and camera feed can be pulled up on front computer. The library can add new cameras at any time.
* Clock quote: Irv’s Clock Shop has gone out of business. The library aid at the Dorchester library knows someone who builds clocks. The director will try to contact this individual. If this person cannot fix the grandfather clock, Braun made the motion and Huther seconded to have the director contact the clock repair from Wisconsin Rapids and have them fix the clock. Motion Passed.
* July Hours/Procedures and Covid precaution updates
  + New hours started on June first: 9am-7pm Monday-Thursday, 9am-5pm Friday, and 9am-12 pm on Saturday. No issues reported.
  + Procedures: Public computers 2, 5, and possibly 8 will remain off to provided social distancing at computers. Priority for public computers will still be given to non-entertainment use. Library staff will spray reading areas with disinfectant at close. Toys have been placed on a cart and can be check-outed (one item/once per day) and disinfected and put in a 24-hour quarantine after. Library circulated items will be sanitized on check-in after a 24-hour quarantine. Mask use will change to recommended without vaccine. Staff will wear masks on patron request.
* MCPL update: no new updates.
* Moving to Charter: As of June 16th, the director has submitted paperwork that will start the move to charter. Director should be contacted in 30 business days.
* Independence Holiday: The library will be closed Monday July 5th.

**New Business**

* ARSL Conference: The director was awarded a scholarship to attend the American Rural and Small Libraries Conference which will be held in Reno/Sparks, Nevada during October 20-23, 2021. Library Board President’s signature is needed to receive the scholarship. Signature given.
* Clock update: The local clock aficionado from Dorchester recommended the library contact a store located in Chippewa Falls. A worker from “Clock Works” to look at the clock on Aug. 6th.
* August Hours/Procedures and Covid precaution updates: Procedures to remain the same.
* Phone: Contact was made via email on 6/30/2021. The director shared the contact with the City Administrator. Both the Director and the City Administrator responded to Spectrum about the desire to add the library line to the city account. No further contact has been made. Director will call or email.
* Activity Bags: New library collection. Being worked on by Nancy Corley. This collection will replace take-n-makes. The bags will be filled with 2-3 books and a craft matched to theme. The bags need to checked-out and them and the books returned to the library.

**Treasurer’s Report**: 46% of budget spent, total=$62,517.17 of $135,018.97 - approved

* Director will talk to City Administer about retirement payout budget line.

**Circulation Report:**

* Total Circulation:
  + **June 2021: 1863** May 2021: 1840 April 2021: 1,390 March 2021: 1621
    - Circulation Break-down of new Checkouts:
    - Books: 1060 DVDs: 198, Spoken Record: 42, Large Print: 25, Magazines: 41, Other: 32
* Past Circulation History:
  + June 2020: 1,497 June 2019: 2,783 June 2018: 2,942 June 2017: 3,232 June 2016: ­­­2354 June 2015: 2591 June 2014: 2673

**Other Usage Report:**

* Wireless Sessions: **June: 556** May: 415 April: 417 March:442 Feb:289 Jan: 269 Dec: 256 Nov: 360 Oct: 325 Sept: 473 Aug: 459 July: 490 June: 331 May: 327
* Overdrive E-material Checkout: **June: 172** May: 212 April: 225 March: 218 Feb:221 Jan: 229 Dec: 201 Nov: 187 Oct: 207 Sept: 211 Aug: 213 July: 250 June: 243 May: 237
* Website Visits: **June: 237** May: 270 April: 192 March:220 Feb:175 Jan: 204 Dec: 217 Nov: 166 Oct: 220 Sept: 195 Aug: 221 July: 222 June: 256 May: 276
* Public Computer Uses in **June: 144** May: 116 April: 124 March:147 Feb:125 Jan: 82 Dec: 100 Nov: 100 Oct: 85 Sept: 100 Aug: 99
* Monthly Reference:

June: 42

* Patron Count:
  + June 2021: 742 May 2021: 555 April: 2021: 449
  + June 2020: 471 June 2019: 1086 June 2018: 1019 June 2017: 1543 June 2016: 1417

**Policy Review:**

Breast-Feeding Policy: Motion to approve policy as written made by Giffin, seconded by Bittner, motion passed.

**WVLS report:**

**Director Report**

* Last Month Program Count:

June: Monthly Program total: 19 programs, 444 attendance

* Future/Current Programs Overview: See Newsletter
  + August Book club will be off-sight.
  + In house perler bead kids’ activity.
  + Bring Your Own Book: director will fill out form with city hall to have permission to serve alcoholic drinks.
* Review Summer Reading Program
  + Past performers and comedy show after meeting: Show have been averaging about 45 attendees. Having the shows outside have been working great.
  + Summer School visits: Max number would be 35 kids. Great way to introduce kids to the public library.

**Staffing/Operating Issues**

none

**Next meeting:**

Wed. Aug 18th at 5:00pm:

**Adjourn:** 5:27pm Suttner/Giffin, passed



