**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

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**REGULAR MONTHLY MEETING: Meeting / June 16, 2021 / 5:00 PM / Public Room**

**ATTENDEES:**

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

Members absent:

**Call to order:** 5:00 pm

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

**Public Comment:**

**Old Business**:

* Library Surveillance Cameras
  + The director was informed by city hall that the library’s three cameras could be added to the city’s camera hub and that that would fix the cameras. However, the only way to watch the camera footage is on the screen located within city hall (no access when city hall is closed). Although, the city’s cameras are very beneficial for outside surveillance when the library is closed, the library has had disciplinary issues during open hours. The benefits of going with ComputerTR cameras would be camera footage that could be viewed from the library’s front desk in real time. There are many locations in the library that are not monitorable using line-of-sight from the front desk. The library’s 2021 equipment fund would cover the cost. The library would also be able to add two extra camera’s – one to monitor the library’s book drop and one for the side wall that currently lacks a camera. Giffin moved to accept the quoted offer from ComputerTR and install new cameras in the library. Bittner seconded. Monition passed.
* Clock quote: The director was able to talk with Renee Hinrichsen about her opinion on the clock. Hinrichsen stated she was fine going with the local clock repair. Giffin made the motion to call Irv’s Clock Shop and make an appointment for clock repair. Huther seconded. Motion passed.
* June Hours/Procedures:
  + Huther made the motion to change hours to 9am-7pm Monday-Thursday, 9am-5pm Friday, and 9am-12 pm on Saturday. Braun seconded. Motion passed.
    - No library hours are lost in rearrangement.
    - These hours will start June 1st. The Saturday of June 5th will still be closed due to the difficulty of accessing the library during the Abby Festival.
  + Saturdays: The director will talk to staff to see if there are any Saturdays that would have scheduling issues. If a date with no available coverage is known, it will be posted at the beginning of Summer.
  + 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 remain recommended.
* MCPL update: Marathon County informed the MCPL Board that consideration of MCPL joining South Central Library System should be given an additional year of review.
* Moving to Charter: The director has started the process of trying to move the library’s phone line to Charter. The contact information she was given has not yet gained replies. The director will ask the Colby library director if she has a number to reach a Charter representative.

**New 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.

**Treasurer’s Report**: 37% of budget spent, total=$49,570.57 of $135,018.97 - approved

**Circulation Report:**

* Total Circulation:
  + May 2021: 1840 April 2021: 1,390 March 2021: 1621
* Past Circulation History:
  + May 2020: 903 May 2019: 2664 May 2018: 2,161 May 2017: 2020 May 2016: ­­­2354 May 2015: 1995 May 2014: 2438
* Circulation Break-down of new Checkouts:
  + Books: 689, DVD: 151, Spoken Record: 41, Large Print: 20, Magazines: 23, Other: 23

**Other Usage Report:**

* Wireless Sessions: **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: **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: **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 **May: 116** April: 124 March:147 Feb:125 Jan: 82 Dec: 100 Nov: 100 Oct: 85 Sept: 100 Aug: 99
* Monthly Reference:

May: 54

* Patron Count:
  + May 2021: 555 April: 2021: 449
  + May 2020: 115 May 2019: 1111 May 2018:1590 May 2017:1107 May 2016: 1473

**Policy Review:**

County Health Department has asked us to consider adding a Breast-Feeding Policy. Board recommends that the Director draft a policy for review at the next meeting and also purchases a curtain and curtain rod to use in the Study Room Window to provide privacy for a breast feeding mother.

**WVLS report:**

* V-Cat Council passed a recommendation from the Cooperative Circulation Committee to discontinue invoicing libraries for billed items. Library users will still be responsible for billed items.
* V-Cat Council selected Aspen Discovery as the next discovery catalog.

**Director Report**

* Last Month Program Count:

May: Monthly Program total: 10 programs, 161 attendance

* Future/Current Programs Overview: Movie Nights, Adult Craft in person only, see flyer for more.
  + Director is considering hold a program in August that would be for 21 and older and involve alcohol. Director will seek permission from City Hall first.
* Review Summer Reading Program
  + Summer School visits to happen in July.

**Staffing/Operating Issues**

Banning of 4 youths: A group of four youths displayed inappropriate behavior on the evening of June 2, 2021. The Library Director, after reviewing the report of the behavior, has decided that the behavior shown was not meeting with the library’s behavior policy and is issuing a ban based on the level of behavior shown. They were issued a six month ban and next day they are allowed back in the library is Dec. 3rd 2021.

* **Noted Behavior:**
* Inside the building
* Running, loud voices, and loud electronic devices inside library.
* Janitorial staff reported accessing areas of city hall that were open for cleaning but are for staff use only and that group left trash in some of these areas.
* Left the men’s bathroom with large puddles of water on the ground and trash scattered about the room.
* Attempted to take bottles of library hand sanitizers.
* Bouncing a ball against mirror, windows, and walls.
* Disrespectful to city hall workers through backtalk and gestures.
* Outside the building but still on library/city premises
* City staff in charge of organizing carnival reported incidences of throwing city hall landscaping rocks at people and buildings.
* City staff in charge of organizing carnival reported swearing and verbal harassment of carnival workers and asking carnival workers if they could buy Meth.
* Stole a can of spray paint from the city hall court yard and spray-painted rocks on railroad property.
* Bouncing ball on outside windows and roof.
* Community Member walking dog and Community Member in charge of organizing carnival both called the police.
* Braun suggested that for future instances the letters informing parents be sent by certified mail.

**Next meeting:**

Wed. June 21th at 5:00pm: Please note there will be a library performance at 6:30pm.

**Adjourn**

**Adjourn:** 5:24pm Huther/Giffin, passed



