**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

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

REGULAR MONTHLY MEETING: Meeting called to order March. 17th, 2021 / 5:00 PM / Public Room

ATTENDEES:

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

Members absent: Braun

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

**Reading of the minutes from previous meeting:** Read, corrected (representative was spelled reprehensive) and approved. Giffin/Bittner

**Public Comment**

**Old Business**

* Discuss changes to make for March or choose to maintain current hours/procedures. Board decided to stay at current hours/procedures.
* MCPL update: On January 25, The MCPL Board of Trustees voting (4-3) to leave WVLS and join the South Central Library System. The recommendation moves to the Marathon County Extension, Education, and Economic Development Committee for further study. WI Statute 43.18 outlines the process for a county withdrawing from a library system. The earliest date Marathon County could withdraw is January 2022, following adoption by 2/3 vote of a resolution by the Marathon County Board of Supervisors at least 6 months prior to the close of the system’s fiscal year. WVLS and its six counties can still exist as a library system, without Marathon County, however WVLS would lose $375,000, approximately 40% of its state aid. WVLS is considering what cuts it may need to make but has not yet made a final determination. Two possible service reductions include the elimination of databases for library patrons (Gale Courses, Ancestry) and fewer consulting services member library colleagues rely on. If patrons ask, “How can I help?”, let them know that a public hearing on the issue will be conducted by the Marathon County Extension, Education and Economic Development Committee. A date for that hearing has not yet been set. Marathon County residents can also contact their representative on the Marathon County Board of Supervisors to express concern.
* Big Read Update: LuCille Tack Center for the Arts asked that the Abbotsford Public Library be their partnership library in a grant they are writing for a Big Read Community Program. The NEA Big Read annually provides support to selected nonprofit organizations around the country to host dynamic community-wide reading programs, each designed around a single NEA Big Read selection. The book selected would be *House on Mango Street*. If the grant is given, the Big Read Event would be scheduled for the month of April 2022. Marshfield Library and possibly Colby Library would also participate in the event if grant is given. Notice of grant status will be April 2021.
* Safety Day: First the library will not hold in-person Safety Day program. The board decided that we will not solicit area businesses for donations for Safety Day Books, as the library has books from last year that were not given out. The Director will contact the school to see about distributing the books to the current fifth grade class.
* Baker and Taylor Sustainable Shelves is a new service, powered by Baker & Taylor, that helps libraries responsibly remove weeded or unwanted books from their collections. Baker & Taylor will pick-up weeded books at no cost. First the library staff collects the books that will be sent in, scan the isbn numbers and send the list to Baker & Taylor, sort the books as directed by Baker & Taylor, and notify them when we are ready for pick-up. This will be time consuming project, however it will help remove books that are likely not to sell in a book sale (The back storage room is FULL). If books are deemed sellable by Baker & Taylor the library will receive a small portion of the profit, however, as Abbotsford intends to save our better old/weeded/donated books for an annual book sale, most of the books Abbotsford sends in will be recycled and used to create new books.
* Outdoor programs: The director would like to try outdoor movie showings and plans to hold a largely outdoor summer reading program. There was a donation given by the Shortner Trust that could be used to purchase materials to help with outdoor programing. The director was considering an outdoor projector screen, outdoor stackable seating, and boundary markers. Huther though the Abbotsford City Hall owns boundary markers that they would let the library use: confirmed. The Board advised the director to use a white sheet against the outside wall as a test run before purchasing a screen. The also advised that a shade covering would be of greater need than seating as the paving stones outside the library can become very hot in the summer. The director will provide a list of possible shade options at the next meeting. Seating can be provided with the public room chairs and patrons can be advised to bring their own lawn chairs.

**New Business**

* Discuss changes to make for April or choose to maintain current hours/procedures. Board decided to stay at current hours/procedures. The library 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.

**Treasurer’s Report**: 13% of budget spent, total=$17,2289.65 of $135,018.97 motion to approve by Dukelow/Suttner, passed.

**Circulation Report:**

* Total Circulation: Feb. 2021: 1275 Previous Month: 1499
* Feb 2020: 2,134 Feb. 2019: 2,444 Feb 2018: 2,165 Feb. 2017: 2,383 Feb 2016: ­­­2046 Feb 2015:2118 Feb 2014:1688

Circulation Break-down:

Books: 470, DVD: 215, Spoken Record: 44, Large Print: 24, Magazines: 38, Other: 33

**Other Usage Report:**

* Wireless Sessions: Feb: 289 Jan: 269 Dec: 256 Nov: 360 Oct: 325 Sept: 473 Aug: 459 July: 490 June: 331 May: 327 April: 253 March: 286 Feb: 193 Jan: 219
* Overdrive E-material Checkout: Feb: 221 Jan: 229 Dec: 201 Nov: 187 Oct: 207 Sept: 211 Aug: 213 July: 250 June: 243 May: 237 April:286 March: 239 Feb: 185 Jan: 173
* Website Visits: Feb: 117 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 Feb: 125 Jan: 82 Dec: 100 Nov: 100 Oct: 85 Sept: 100 Aug: 99

**Monthly Reference:**

Feb.:56

**Patron Count:**

Feb. 2021: 554 Jan. 2021: 372 Feb. 2020 822 Feb. 2019: 833 Feb 2018: 1095 Feb 2017: 1119 Feb: 2016: 1205

**Policy Review:**

**Director Report**

* Last Month Program Count:

Feb: Monthly Program total: 13 programs, 257 attendance

* Future Programs: (See handout) Take-n-Makes, May - Outside Booksale, Spring Bingo and Mystery Movie Bags to continue into April

**Staffing/Operating Issues**

The library surveillance cameras have stopped working. Computer TR did the cameras for the Colby Community Library, the apartment buildings, and many more businesses in the area, the director will contact the company for a quote.

The Grandfather Clock has stopped working (cleaned 1 ½ year ago). The director will bring in a level before making calls for recommendations/quotes on fixing the clock.

**Next meeting:**

Wed. April 21th at 5:00pm

**Adjourn:** 5:53 pm Giffin/Bittner, passed



