**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

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

**REGULAR MONTHLY MEETING: Meeting / May 12, 2021 / 5:00 PM / Public Room**

**ATTENDEES:**

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

Members absent: Hinrichsen

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

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

**Public Comment:**

**Old 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 an 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.

**New 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 fotage 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.

**Treasurer’s Report**: 29% of budget spent, total=$39,582.98 of $135,018.97 - approved

**Circulation Report:**

* Total Circulation: April 2021: 1,390 March 2021: 1621
* April 2020: n/a (online renewals did not count toward circulation)
  + April 2019: 2579 April 2018: 2,334 April 2017: 2,000 April 2016: 2,193 Apr 2015:2176

Apr 2014: 2695

Circulation Break-down:

Books: 750, DVD: 226, Spoken Record: 24, Large Print: 32, Magazines: 38, Other: 24

**Other Usage Report:**

* Wireless Sessions: April: 417 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: April:192 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 April: 124 March:147 Feb:125 Jan: 82 Dec: 100 Nov: 100 Oct: 85 Sept: 100 Aug: 99

**Monthly Reference:**

April: 43

**Patron Count:**

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April 2021: 449 April 2020: n/a

April 2019: 1166 April 2018: 1466 April 2017:1285 April 2016: 1071

**Policy Review:**

Clark County Library Board: agenda

**WVLS report:**

**Director Report**

* Last Month Program Count:

April: Monthly Program total: 15 programs, 217 attendance

* Future/Current Programs Overview: Birdwatching, Booksale, Movie Night
* Review Summer Reading Program: Sign-up starts June 1st, Reading begins June 16th.
  + Sponsors: Packers, Kwik Trip, Pizza Hut, Shortner Trust. Waiting on Action City and Hardee’s
  + 3 performers, one local guest
    - Sustainable Safari (animal talk) – Wed. June 16th at 6:00pm
    - Cheryl Ploeckelman (small farm animals)– Wed. June 30th at 5:30pm
    - Troy Graham (folk singer) – Wed. June 30th at 6:30pm
    - Miller and Mike (comedians) – Wed. July 21th at 6:00pm
  + Permission for sidewalk chalk to use during read to rover
  + Deadline for school video – Director will film on 5/14/21 and have to Bittner by the 5/17/21.

**Next meeting:**

Wed. June 16th at 5:00pm – Meeting will be right before first summer performer. Director may have to be excused at times to help with set-up.

**Adjourn:** 5:46 pm Giffin/Dukelow, passed



