**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

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

**REGULAR MONTHLY MEETING: Meeting / Oct, 13, 2021 / 5:00 PM / Public Room**

**ATTENDEES:**

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

Members absent: Suttner

**Call to order:** 5:03 pm

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

**Public Comment:**

**Old Business**:

* Oct Covid procedures and precautions:
  + Masks: If a community member comes in wearing a mask, staff will wear one. If the director feels the need to recommend masks in library for staff and patrons due to increased Covid-19 conditions she can do so. Board member Giffin shared Clark County Health Department’s recommendations, rest of board was fine with staying at current position.
  + All other procedures/precautions: remain in place.
* Phone: Library line has been switched over to Spectrum. New bill should be on next month’s invoice.
* Holiday Program: Giffin moved and Dukelow seconded that the Library’s Annual Holiday Party be held virtually. Motion passed.
  + Director will contact choir to request recording to play during program.
  + Director will look into games given ahead of time to play during the live show.
  + The Trivia Game platform used last year will be used again in 2021.

**New Business**

* ARLS conference / City Budget Approval: Reminder that the director will be at the ARLS conference Oct. 19-24. If needed a board member could be present at the City Hall Council meeting Wednesday, Oct. 20th.
* Nov. Covid procedures and precautions:
  + Masks: If a community member comes in wearing a mask, staff will wear one. If the director feels the need to recommend masks in library for staff and patrons due to increased Covid-19 conditions she can do so. Board member Giffin shared Clark County Health Department’s recommendations, rest of board was fine with staying at current position.
  + All other procedures/precautions: remain in place.
* Holiday Program: Giffin moved and Dukelow seconded that the Library’s Annual Holiday Party be held virtually. Motion passed.
  + Director will contact choir to request recording to play during program: done.
  + Director will look into games given ahead of time to play during the live show.
    - Scavenger Hunt
    - Possible insert into paper
    - Extra tickets could be given to people who visit the library in the weeks leading to the program.
    - Board Members will be at the library at 6:00pm.
  + The Trivia Game platform used last year will be used again in 2021.

**Treasurer’s Report**: 75% of budget spent, total=$80,215.26 of $135,018.97 - approved

* Past years payments have been moved into the retirement payout account.

**2022 Budget Review:**

* Library will be requesting a total of 92464.92 from the city.
* Changes in Budget from previous year: Staff raises. $869.25 increase in WVLS charges. $3159.27 increase in funds coming from Taylor County. $497 increase in funds coming from Clark County.
* Giffin brought to the board’s attention that the Colby Public Library is advertising for a library assistant in the paper with a starting hourly wage of $10.30 an hour.
* Huther moved to increase library assistant starting wage to $10.30 an hour, $1 raise to director and 3% raise to all other staff. Giffin seconded. Motioned passed.

**Circulation Report:**

* Total Circulation:
  + **Sept: 1414** Aug 2021: 2134 July: 1915 June: 1863 May 2021: 1840 April 2021: 1,390 March 2021: 1621
    - Circulation Break-down of new Checkouts:
    - Books: 691 DVDs: 210, Spoken Record: 25, Large Print: n/a, Magazines: 39, Other: 58
* Past Circulation History for same month:
  + Sept. 2020: 1439 2019: 2,337 Sept 2018: 2506 Sept 2017: 2088 Sept 2016: 2,145 Sept 2015: 2,078 Sept 2014: 2161

**Other Usage Report:**

* Wireless Sessions: **Sept: 358** Aug: 401 July: 402 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: **Sept: 158** Aug: 157 July: 197 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: **Sept: 210** Aug: 243 July: 186 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 **Sept: 125** Aug: 147 July: 50 June: 144 May: 116 April: 124 March:147 Feb:125 Jan: 82 Dec: 100 Nov: 100 Oct: 85 Sept: 100 Aug: 99
* Monthly Reference:

Sept: 48

* Patron Count:
  + **Sept:601** Aug: 552 July: 910 June: 742 May 2021: 555 April: 2021: 449

**Policy Review:** n/a

**WVLS report:** MCPL System Investigation: At the last MCPL board meeting the it was decided to postpone consideration of withdrawal from WVLS for one year to allow further assessment to occur.

**Director Report**

* Last Month Program Count:

Sept: Monthly Program total: 8 programs, 116 attendance

* Future/Current Programs Overview: (see newsletter)
  + Oct. 5 Fire Cider – very well received. Would revisit similar programs.
  + Outside Halloween Party – 40 youths. The weather was very nice for an outside program; however, the mosquitoes came out at 6:45 pm.
  + Fleece Tie Blanket youth workshop to be held in November for ages 8-12. Program will be the day before Thanksgivings.
  + Teen Scarecrow workshop: The Library requested and received permission to place scarecrows on 1st street.
* Abbotsford Library had a 30 sec segment on the Channel 9 news in honor of Banned Book Week. Interview was same day notice, director accept for free publicity for the library.
* Abbotsford Library was presented with a $150 check from Taylor Electric (library choice of where to spend funds).
* AbbyBank sent 3 volunteers to the library for national volunteer day, Monday the 11th.

**Staffing/Operating Issues**

Projector for movie nights will have to be replaced in 2022. Current projector is 12 years old and the projected image is shaky.

Braun reminded board that she does not plan to reapply for the board in 2022. Sharon Archambo has expressed interest in the board. Her name and any others the board thinks would be good representatives will be submitted to the City for consideration in 2022.

**Next meeting:**

Wed. Nov 17th at 5:00pm

**Adjourn:** 5:54 pm Giffin/Bittner, passed



