

Prescott Public Library Board of Trustees Meeting Minutes May 21, 2020

Online Meeting via BlueJeans, Present: Carissa Langer, Jerry Klasen, Susan Oney, Anne Kressly, Penny Peterson, Thomas Oss

Absent: Amy Fiege, Dave Finley

Call to Order: Anne Kressly called the meeting to order at 6:31pm with a roll call of Board members confirming that a quorum was present. This meeting is in compliance with the open meeting law.

Agenda: A motion to accept the agenda for May 21, 2020 was made by Thomas Oss, seconded by Jerry Klasen, and carried.

Approval of Minutes:

A motion to approve the April 16, 2020 Library Board minutes was made by Thomas Oss, seconded by Jerry Klasen, and carried.

Director's Report May 21, 2020

Library Statistics

April	2018	2019	2020
Total Circulation (Checkouts & Renewals)	4,772	4,240	228
Checkins	3,661	3,435	10
OverDrive & Freading Checkouts	519	669	975
Pharos Internet Management	254	270	0
Door Count	3,375	3,106	*53
Wireless Sessions	1,152	921	202
Website Visits	1,384	1,286	2,035
New Patrons	24	21	0
New Items	214	197	89

* Reflects # of curbside pickups in April. Curbside pickup service started April 27, 2020.

Program Statistics

Weekly Online Challenges (Facebook posts)

- Indoor Scavenger Hunt
- Paper Airplane Challenge
- Activity Bingo
- Favorite Reading Spot Sharing
- LEGO Club Challenge

Virtual Peeps Diorama Contest

- Number of entries: 14
- People's Choice Award votes: 103

Total Numbers (Programming, Outreach, & Drop-Ins): 117

Library Updates

Curbside Pickup, Returns and Shared Materials: Curbside began April 27, 2020 and has been working well. We have received positive feedback and appreciation from patrons for offering curbside pickup. We will be moving forward and accepting returns soon. All returns will be placed in a controlled receptacle and quarantined for 72 hours. The MORE consortium has not resumed sharing of materials between libraries yet due to quarantine and capacity concerns.

2020 Library Survey & Long range plan: Has been released to the community. Our goal is to reach library and non-library users, all ages, city/township residents, etc. We have started reaching out online to different groups and placing slips in curbside bags.

Beanstack & SRP: Our Summer Reading Program (SRP) will be moved online this summer. The Department of Public Instruction (DPI) was approved for a grant, which gives all interested libraries access to the online platform. Leanne is working with Beanstack to learn, customize and launch the app on June 15. Therefore, our SRP will begin June 15 and end August 31. In addition to the app, Leanne and other library staff are working on reading prizes/incentives for all ages.

Email list & e-newsletter/updates: We have created a team comprised of staff members to create an e-newsletter for the library. In regards to sending the e-newsletter and other library updates, we will be creating a form that upon registration a patron may fill out and choose whether or not they want to opt in or out of the email list. Additionally, it will be advertised and available to existing patrons who wish to receive library updates. Further information and details to come.

Directors Report:

A motion to approve the Director's Report was made by Jerry Klasen, seconded by Thomas Oss, Put to board to vote, the motion passed unanimously, and carried.

Financial Report:

A motion to approve the presented paid bills for September and October 2019 was made by Penny Peterson seconded by Jerry Klasen, put to board to vote, the motion passed unanimously, and carried.

Library Reopening Plan: A motion to approve the plan as presented by Library Director was made by Tom Oss, seconded by Jerry Klasen, Put to board to vote, the motion passed unanimously, and carried.

Technology Donation: A motion to approve the plan as presented by Library Director was made by Tom Oss, seconded by Jerry Klasen, Put to board to vote, the motion passed unanimously, and carried.

Treasurers Report: \$2572.61

Issues and assignments for June 18, 2020 Board meeting:

- Summer Reading Update
- Library Covid19 Update
- Technology Update

Adjourn: A motion to adjourn the meeting at 7:37pm was made by Jerry Klasen, seconded by Thomas Oss, Put to board to vote, the motion passed unanimously, and carried.

Next Meeting: Thursday, June 18, 2020 6:30 p.m.

Respectfully Submitted,

Susan Oney

