

## Prescott Public Library Board of Trustees Meeting Minutes August 20, 2020

**Online Meeting via Zoom, Present:** Carissa Langer, Thomas Oss, Anne Kressly, Jerry Klasen, Amy Fiege, Penny Peterson, Susan Oney

**Call to Order:** Anne Kressly called the meeting to order at 6:30pm 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 August 20, 2020 was made by Tom Oss, seconded by Amy Fiege, and carried.

AZ Synder, from Pierce County Public Health, gave presentation on the current status of Covid in Pierce County and recommendations based on latest data. Pierce County Public Health Covid-19 response and dashboard is posted on county website: <https://covid-piercecounty-wi.hub.arcgis.com/>

### **Approval of Minutes:**

A motion to approve the July 16, 2020 Library Board minutes was made by Tom Oss, seconded by Amy Fiege, and carried.

## Prescott Public Library Director's Report August 20, 2020

### **LIBRARY STATISTICS**

<b>2020</b>	<b>May</b>	<b>June</b>	<b>July</b>
Total Circulation (Checkouts & Renewals)	616	1,148	2,190
Checkins	643	1,928	2,596
OverDrive & Freading Checkouts	935	977	956
Pharos Internet Management	0	0	0
Door Count	*218	*295	*468
Wireless Sessions	256	330	401
Website Visits	1,718	4,150	2,456
New Patrons	4	2	3
New Items	85	185	315

\*Reflects # of curbside pickups in June (library materials, faxes and copies, SRP prizes)

## PROGRAM UPDATES

### Summer Reading Program (Stats for July 1<sup>st</sup> – July 31<sup>st</sup>)

- Registrations: **15**
- Challenge Completions: **13**
- Badges Earned: **232**
- Books Read (Children): **1,187**
- Minutes Read (Teens/Adults): **30,411**
- **Total registrations (as of 8/11)**

### Collaborations

- Habitat for Humanity's Summer Coloring Contest: ends 8/31
- Prescott Youth Scavenger Hunt (7/12-7/17): **21 kids**

### Virtual Programs

Program	Live Views	Views on YouTube	Website Views	Facebook Reach
PTA Week 3 Science (June 29 – July 3)	n/a	n/a	23	88 (2 engagements)
PTA Week 4 Adventure (July 6 – 10)	n/a	n/a	8	81 (0 engagements)
PTA Week 5 Musical (July 13 – 17)	n/a	n/a	0	99 (5 engagements)
PTA Week 6 Cooking (July 20 – 24)	n/a	n/a	6	84 (2 engagements)
PTA Week 7 Underwater (July 27 – 31)	n/a	n/a	0	94 (8 engagements)
Colossal Fossils (July 22 <sup>nd</sup> – Facebook Live	3	n/a	18	285 (23 engagements)
BadgerTalk with Lori Lopez (July 23 <sup>rd</sup> – BlueJeans)	7	n/a	n/a	118 (3 engagements)
Starting Virtual Yoga Post	n/a	n/a	n/a	756 (105 engagements)
Virtual Yoga (July 27 <sup>th</sup> –YouTube Channel)	6	29 (37 total*)	n/a	n/a
Virtual Yoga (July 30 <sup>th</sup> –YouTube Channel)	n/a	1 (15 total*)	n/a	n/a

PTA: Page Turner Adventures (virtual)

\*YTD total views

## **LIBRARY UPDATES**

**Board Member:** Dave Finley term is ending, he has chosen not to be reappointed. Available position has been posted. Applications due by September 17 at Noon.

**Curbside Pickup, Returns and Shared Materials:** At the end of July, staff commented that Curbside pickup, phone calls, etc. have increased. In an effort to make it easier for both patrons and staff, we are looking into implementing a free online booking feature to our website and resuming regular hold pickup notices. The outside return slot has been opened up full time again (24/7).

**Zoom Virtual Meetings:** A subscription to Zoom has been purchased for the next twelve months. Since programs and meetings have been moved online, the library needed a more reliable virtual meeting option. Library staff tried using BlueJeans which was provided for free through the TEACH/internet agreement, but did not have great success or feedback using this online meeting platform.

**Trustee Training Week:** The annual Trustee Training Week is August 24-28. Webinars are from 12:00 p.m - 1 p.m. each day and will be recorded and captioned.

**Air Purification Units:** The City met with a representative from Aerus who sells air purification systems. They decided to move forward and install units throughout the building. Our side of the building has three units and the City offices side will have two. These are covered by the funding the City received for COVID-19.

**ACT 150 Funding update:** Pierce County Finance committee approved a resolution that would reimburse libraries at 80% for the next 2 years (2021-22). It will now go to the full County Board August 25th and September 22nd for their consider

### **Directors Report:**

A motion to approve the Director's Report was made by Amy Fiege, seconded by Tom Oss, put to board to vote, the motion passed unanimously, and carried.

### **Financial Report:**

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

### **Library Reopening Plan:**

Tom Oss, city council representative, has been receiving many calls and emails about reopening library. Motion for partial reopening library on September 1st, 2020 with recommended covid restrictions, cloth mask required for everyone, social distancing, continue curbside pickup and drop-off, library director to set reopening policies and

procedures, including number of people in library at a time, patron appointments, was made by Tom Oss, seconded by Jerry Klasen, put to board to roll call vote: Yes - Tom Oss, Jerry Klasen, Susan Oney; No – Anne Kressly, Amy Fiege; Penny Peterson abstained from vote, the motion passed, and carried.

**\*\*Note:** According to the Library Board of Trustees Bylaws, an affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. Also, according to Robert's Rules, *if the vote required is a majority or two thirds of the members present, or a majority or two thirds of the entire membership, an abstention will have the same effect as a "no" vote.* Therefore, the motion did not pass.

**Update and possible action on library painting project:**

Library Director presented painting bids. After review of bids, A motion for library director to hire T.E.M. Painting and Staining, and procure with money from the reserve fund was made by Anne Kressly, seconded by Tom Oss, put to board to vote, the motion passed unanimously, and carried.

**Library Budget Update:** Library director gave an update on year to date budget spending.

**Treasurers Report:** \$2572.61

**Issues and assignments for September 17, 2020 Board meeting:**

- Library Covid19 Update
- Final Budget Approval

**Adjourn:** A motion to adjourn the meeting at 8:08pm was made by Jerry Klasen, seconded by Tom Oss, put to board to vote, the motion passed unanimously, and carried.

**Next Meeting:** Thursday, September 17, 2020 6:30 p.m.

Respectfully Submitted,

Susan Oney

