

Prescott Public Library Board of Trustees Meeting Minutes October 22,2020

Online Meeting via Zoom, Present: Carissa Langer, Thomas Oss, Anne Kressly, Amy Fiege, Penny Peterson, Erin Kosmalski, Susan Oney

Absent Jerry Klasen

Call to Order: Anne Kressly called the meeting to order at 6:33pm 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 October 22, 2020 was made by Tom Oss, seconded by Amy Fiege, and carried.

Approval of Minutes:

A motion to approve the September 17, 2020 Library Board minutes was made by Amy Fiege, seconded by Erin Kosmalski, and carried.

Prescott Public Library Director's Report October 22, 2020

LIBRARY STATISTICS

| 2020 | July | August | September |
|--|-------|--------|-----------|
| Total Circulation (Checkouts & Renewals) | 2,190 | 2,101 | 2,500 |
| Checkins | 2,596 | 1,481 | 1,667 |
| OverDrive & Freading Checkouts | 956 | 873 | 831 |
| Pharos Internet Management | 0 | 0 | 0 |
| Door Count | *468 | *406 | *454 |
| Wireless Sessions | 401 | 449 | 487 |
| Website Visits | 2,456 | 2,044 | 1,908 |
| New Patrons | 3 | 1 | 7 |
| New Items | 315 | 305 | 239 |

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

| Phone Calls | | |
|------------------------|--------|------------------|
| | Calls* | Minutes |
| August 24-September 23 | 1,147 | 1,978 (33 hours) |

*Includes incoming, outgoing and missed phone calls

PROGRAM UPDATES

| Program | Live Views | Views on YouTube | Facebook Reach |
|---|------------|------------------|----------------|
| Virtual Yoga (September 2 nd – YouTube) | n/a | 11 | |
| Virtual Yoga (September 7 th – YouTube) | n/a | 13 | |
| Virtual Yoga (September 9 th – YouTube) | n/a | 13 | |
| Virtual Yoga (September 14 th – YouTube) | n/a | 13 | |
| Virtual Yoga (September 16 th – YouTube) | n/a | 5 | |
| Virtual Yoga (September 21 st – YouTube) | n/a | 7 | |
| Virtual Yoga (September 23 rd – YouTube) | n/a | 11 | |
| Virtual Yoga (September 28 th – YouTube) | n/a | 4 | |
| Virtual Yoga (September 30 th – YouTube) | n/a | 2 | |
| Virtual Teen Advisory Board Meeting | 8 | n/a | n/a |

Website Clicks

- Programs page (as of September 30th): 129

Self-Directed Programs

Take & Make Crafts

- Number of crafts picked up (as of October 14th): 43

Ongoing Programs

1000 Books Before Kindergarten

- Number currently continuing program: 32
 - When school started I removed those that are now in Kindergarten this year.
- Number registered in 2020: 3
- Number completed program in 2020: 0

LIBRARY UPDATES

Budget Meeting: with the Mayor and City Council went well and there were no major changes or requests.

Library Card Sign-up Month: Anyone who signed up for a library card in the month of September was automatically entered into a drawing for a free book or movie of their choice. For existing patrons, they had to tell us their favorite thing about the library to be entered into a separate drawing for a free book or movie of their choice.

Painting Project: T.E.M Paint & Stain has completed painting the library.

Hallway Computer Station: a computer with internet and a printer have been placed out into the hallway for quick printing access. This station is intended to help those who need to quickly print or scan a document while walk-in or appointments are not available or when we open and are at capacity.

Directors Report:

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

Financial Report:

A motion to approve the presented paid bills for September was made by Tom Oss, seconded by Amy Fiege, put to board to vote, the motion passed unanimously, and carried.

Welcomed Erin Kosmalski, our new library board trustee. She is replacing Dave Finley on the library board.

Update and Action on the 2021 Library Budget and Wages

A motion to approve 2021 library budget as presented and 2.5% staff wage increase was made by Amy Fiege, seconded by Penny Peterson, put to board to vote, the motion passed unanimously, and carried.

Library Reopening Plan:

Library director presented updated and revised reopening plan. WI has reported increase in confirmed covid cases. The state is at activity level red. As such the library is operating at red service level.

A motion to approve revised reopening plan as presented was made by Amy Fiege, seconded by Tom Oss, put to board to vote, the motion passed unanimously, and carried.

Treasurers Report: \$2572.61

Issues and assignments for November 19, 2020 Board meeting:

- Library Covid19 Update
- Final Budget Approval
- Summer Reading Program Update and Report

Adjourn: A motion to adjourn the meeting at 7:06pm was made by Erin Kosmalski, seconded by Amy Fiege, put to board to vote, the motion passed unanimously, and carried.

Next Meeting: Thursday, November 19, 2020 6:30 p.m.

Respectfully Submitted,

Susan Oney

