

Prescott Public Library Board of Trustees Meeting Minutes January 21, 2021

Online Meeting via Zoom, Present: Carissa Langer, Jerry Klasen. Amy Fiege, Erin Kosmalski, Penny Peterson, Susan Oney

Absent: Thomas Oss, Anne Kressly

Call to Order: Jerry Klasen 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 January 21, 2021 was made by Penny Peterson, seconded by Amy Fiege, and carried.

Approval of Minutes:

A motion to approve the November 19, 2020 Library Board minutes was made by Erin Kosmalski, seconded by Amy Fiege, and carried.

Prescott Public Library Director's Report January 21, 2021

LIBRARY STATISTICS

2020	October	November	December
Total Circulation (Checkouts & Renewals)	2,227	2,125	1,606
Checkins	1,564	1,491	1,204
OverDrive & Freeding Checkouts	754	753	893
Pharos Internet Management	2	0	0
Door Count	*449	*411	*396
Wireless Sessions	517	362	338
Website Visits	1,940	1,756	1,979
New Patrons	14	7	5
New Items	195	149	94

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

Phone Calls		
	# of Calls*	Total Minutes
October 26-November 23	1,050	1,643
November 24-December 23	864	1,384

*Includes incoming, outgoing and missed phone calls

PROGRAM UPDATES

November 2020 Program Statistics

Program	Live Views	Views on YouTube
Virtual Yoga (November 2 nd – YouTube)	n/a	11
Virtual Yoga (November 4 th – YouTube)	n/a	12
Virtual Yoga (November 9 th – YouTube)	n/a	9
Virtual Yoga (November 11 th – YouTube)	n/a	12
Virtual Yoga (November 16 th – YouTube)	n/a	9
Virtual Yoga (November 18 th – YouTube)	n/a	8
Virtual Yoga (November 23 rd – YouTube)	n/a	10
Virtual Yoga (November 25 th – YouTube)	n/a	9
Virtual Yoga (November 30 th – YouTube)	n/a	8
Virtual Talk with Chad Lewis (November 17 th – Zoom)	7	15

Self-Directed Programs

Take & Make Crafts

- Number of crafts picked up (as of October 31st): 53 (+8 from October stats)

Prescott's Thanksgiving Favorites Poll

- Number of votes: 20

Ongoing Programs

1000 Books Before Kindergarten

- Number currently continuing program: 32
- Number registered in 2020: 3
- Number completed program in 2020: 0

Website Clicks

- Programs page (November 1st – 30th): 180

December 2020 Programming Statistics

Program	Live Views	Views on YouTube
Virtual Yoga (December 2 nd – YouTube)	n/a	14
Virtual Yoga (December 7 th – YouTube)	n/a	11
Virtual Yoga (December 9 th – YouTube)	n/a	21
Virtual Yoga (December 14 th – YouTube)	n/a	20
TAB Meeting (December 28 th – Zoom)	5	n/a

Self-Directed Programs

Winter Take & Make Crafts (48 total ordered)

- Number of crafts picked up (as of December 31st): 48

Virtual Gingerbread House Contest

- Number of entries: 20
- Number of votes: 93

Winter Reading Program:

- Number of early registrations (Dec. 21st – Jan. 3rd): 21

Ongoing Programs

1000 Books Before Kindergarten

- Number currently continuing program: 32
- Number registered in 2020: 3
- Number completed program in 2020: 0

Website Clicks

- Programs page (December 1st – 31st): 259

LIBRARY UPDATES

Donations: The Library received another \$2,000 donation from the Henkel Foundation for Technology in 2021. Board had discussion on use of the donation funds. Library director will get estimate of costs to relocate computer labs and refresh computer equipment.

COVID-19 Update: Currently the Pierce County's activity level is Red (Tipping Point). Therefore, the library has continued with Curbside and virtual services per the Reopening Plan.

1/21/2021 - COVID activity level changed to Orange level, director will continue to monitor levels before making any changes to services.

Working from Home: All library staff have returned to work from the library as of January 1, 2021.

Tax Forms: We have received the Wisconsin State tax forms. All forms will be available in the hallway or through curbside pickup.

Directors Report:

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

Financial Report:

A motion to approve the presented paid bills was made by Jerry Klasen, seconded by Amy Fiege, put to board to vote, the motion passed unanimously, and carried.

Review and Approve 2021 Closed Dates

Prescott Public Library

2021 Closed Dates

Regular full-time employees and part-time employees (20+ hours) are paid for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

The Prescott Public Library will be closed on the following days:

January 1: New Year's Day

May 31: Memorial Day

July 5: In Observance of Independence Day

September 6: Labor Day

November 11: Veterans Day: Library in-service

November 25: Thanksgiving Day

November 26: Day after Thanksgiving

December 24: Christmas Eve

December 25: Christmas Day

A motion to approve the 2021 closed dates was made by Amy Fiege, seconded by Penny Peterson, put to board to vote, the motion passed unanimously, and carried.

Discussion and Action for Yoga Funding:

A motion to use programming funds for Yoga for 2021 and if programming funding goes over budget, funds from the reserve fund will be used was made by Amy Fiege, seconded by Erin Kosmalski, put to board to vote, the motion passed unanimously, and carried.

Treasurers Report: \$3072.61

Issues and assignments for February 18, 2021 Board meeting:

Library director will prepare estimates, ideas, and budget for technology refresh, computer lab relocation, and reserve fund project list

Adjourn: A motion to adjourn the meeting at 7:27pm was made by Penny Peterson, seconded by Amy Fiege, put to board to vote, the motion passed unanimously, and carried.

Next Meeting: Thursday, February 18, 2021, 6:30 p.m.

Respectfully Submitted,

Susan Oney

