

# Prescott Public Library Board of Trustees

## Meeting Minutes

### January 20, 2022

**Online Meeting via Zoom, Present:** Jerry Klasen, Pat Knox, Carissa Langer, Penny Peterson, Erin Kosmalski, Susan Oney

**Absent:** Anne Kressly, Amy Fiege

**Call to Order:** Jerry Klasen, 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 January 20, 2022 was made by Pat Knox, seconded by Penny Peterson, and carried.

#### Approval of Minutes:

A motion to approve the November 18, 2021 Library Board minutes was made by Pat Knox, seconded by Penny Peterson, and carried.

#### Director's Report January 20, 2022

#### Library Statistics

	2021	Oct	Nov	Dec
Total Circulation (Checkouts & Renewals)		3,163	2,678	2,928
Checkins		2,780	2,565	2,415
OverDrive & Freading Checkouts (e-materials)		719	724	760
Patron Computers		105	87	92
Curbside Interactions		17	12	10
Door Count		1,802	1,677	1,556
Wireless Sessions		625	644	510
Website Visits		1,934	2,384	1,744
New Patrons		16	13	8
Meeting Room Reservations		1	1	2

#### Program Updates

#### November & December Program Statistics

	# of People (in-person)	Views on YouTube	# of People (live, virtual)
Virtual Yoga (Nov/Dec – 14 videos)		94	
Storytime (6 story times)	34		
Cornucopia of Creativity & Holiday Handicrafts & Tasty Treats (teen collaborations)			1

Teen Advisory Board (TAB)			3
Small Business Saturday Market (4 Storytime)	33		
Small Business Saturday Market (craft)	15		
Small Business Saturday Market (tote bags)	35		

### Self-Directed Programs

Program	# of People (in-person)	# handed out
Take & Makes/Bakes Kits		67
Hide-and-Seek: Dinosaurs & Kittens	16	
Gingerbread House Contest (with Community Ed)	4	
Gingerbread House Contest Voting	62	

### Community Outreach & Collaborations

Outreach/Collaboration	# of People (in-person)
Prescott High School Library Class (Library Tour)	19
3 <sup>rd</sup> Grade Civics Classes (4 classes tour/discussion)	80

### Upcoming Programs

- Virtual Valentines Party (teens)
- Virtual Literary Trivia (adults)
- Blind Date with a Book (13+)
- Storytime (Tuesdays and Fridays now)
- Teen Advisory Board (TAB)

### Library Updates

**Shelves/Circ Desk:** I have been in contact with Library Furniture International about a quote for new library shelving and circulation desk. The quote for new shelves is \$96,479 (freight/installation included) and a new circulation desk, roughly the same size as our current one, is approximately \$25,000.

**Library Love Story:** IFLS has put together a small marketing campaign called, “Tell Your Library Love Story”. It asks patrons of all ages to describe what they love about the library or how the library has helped them in the last year. The gathered responses will be brought to elected officials on Library Legislative Day (Feb 8).

**Upcoming Training:** Wild Wisconsin Winter Web Conference and Libraries Talk About Race series.

City Council approved 3% wage increase for all city employees.

**Directors Report:**

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

**Review and action of Hotspot Lending Policy**

A motion to approve the presented Hotspot Lending Policy was made by Erin Kosmalski, seconded by Pat Knox, put to board to vote, the motion passed unanimously, and carried.

**Review and action on Library Complaints Policy & Incident Report form**

A motion to approve the presented Library Complaints Policy and Incident Report Form was made by Pat Knox, seconded by Penny Peterson, put to board to vote, the motion passed unanimously, and carried.

**Prescott Library Logo redesign**

Board had discussion on possible redesign of the Prescott Library Logo. Director will explore possible redesign ideas.

**Treasurers Report:** \$4,288.61

**Issues and assignments for February 17, 2022 Board meeting:**

\*Bylaws

\*Hand tool lending program

**Adjourn:** A motion to adjourn the meeting at 7:11 pm was made by Penny Peterson, seconded by Erin Kosmalski, put to board to vote, the motion passed unanimously, and carried.

**Next Meeting:** Thursday, February 17, 2022, 6:30 p.m.

Respectfully Submitted,

Susan Oney