

Prescott Public Library Board of Trustees

Meeting Minutes

March 30, 2022

Online Meeting via Zoom, Present: 6:30pm Anne Kressly, Jerry Klasen, Carissa Langer, Penny Peterson, Susan Oney. 6:43pm Pat Knox joined, 6:47pm Amy Fiege joined

Call to Order: Anne Kressly called the meeting to order at 6:32pm with a roll call of Board members confirming that a quorum was present. This meeting is in compliance with the open meeting law.

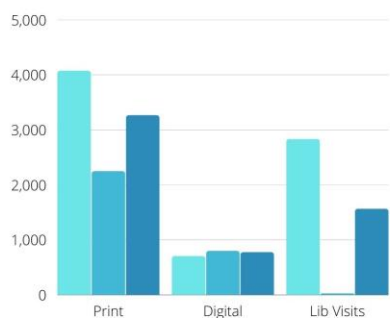
Agenda: A motion to accept the agenda for March 30, 2022, was made by Jerry Klasen, seconded by Penny Peterson, and carried.

Approval of Minutes:

A motion to approve the January 20, 2022, Library Board minutes was made by Penny Peterson, seconded by, Jerry Klasen, and carried.

Library Statistics

February 2022



17 New Patrons

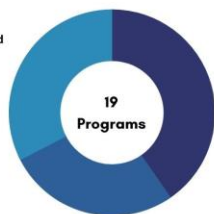


331 Connections



2,426 Web Visits

Self-directed
59



Virtual, recorded
49

In-person, live-virtual
73



Virtual Valentine's Party



Up Next!

Kids' Box Party
D&D For Beginners
Badger Talk Series: Sleep, Health & Aging
Virtual Yoga, TAB, Storytime, April Virt. Teen Event

Feedback

"I love going to the Prescott Library to pick up my books on hold because I know I will always be greeted by a friendly, helpful librarian! They are so welcoming, knowledgeable, and open about a patron recommending a new book to be added to the library! It may be a small space, but it has a big heart!"

Program Updates

In-person, recorded, live-virtual

We are continuing with virtual yoga classes, which are available on our YouTube channel. Sam has created playlists to make it easier for users to find particular classes they may be looking for. For example, lower focus or 30-minute yoga.

Sam offered a Stuffed Animal Storytime and Sleepover to help increase interest for evening Storytime. The 4K teachers have reached out and are going to resume encouraging kids to come to library Storytime. Storytime numbers have been increasing.

Teens: TAB and Virtual Teen Collaboration: Virtual V-Day Party. The TAB group are planning a “Teen Takeover” event at the library and putting together teen volunteer opportunities.

Self-Directed

There were 40 take & makes handed out in Jan/Feb. T&M’s included popsicle stick catapults and snowman ice skaters. An in-library activity offered in February was a clover hide-and-seek, which kids found around the library.

We had 19 people sign up for Blind Date with a Book.

Community Outreach & Collaborations

Sam has been working with Freedom Park, Community Ed and local authors on bringing in authors this spring and summer. Also, working with the 4K teachers promote and encourage kids and families to come to library Storytime. Sam is also working with a school aide to bring in a Vietnamese author.

Library Updates

Staff:

- **Training:** Wild WI Winter Web Conference and the Experience Maker Challenge.
- **New Library Assistant**

Library Updates:

- Shelves/circ desk/flooring
- Rearranging
- IFLS Director, John Thompson, visited our library yesterday to go over and assess current library space/needs at my request.

Marketing:

- **System-wide Passport campaign (April-June 2022):** primary goal is to increase visitor traffic in libraries. Secondary goals are to demonstrate the MORE system, lead up to Summer Reading Programs, promote the MORE app, increase circulation/expand cardholders and cultivate partnerships between libraries and local businesses.
- **Library Love Story:** The Tell Your Library Love Story campaign was launched to give libraries a way to collect and archive testimonials from library users. These stories are a powerful advocacy tool. The initial campaign is a push to create advocacy materials for Library Legislative Day (LLD) on Feb 8, 2022. The tool will remain active and be used actively throughout the year in conjunction with other library events.
- **Logo:** Rebecca with IFLS is designing a couple of logos with the suggestions from the library board and staff.

Library Rearranging/Organizing:

- Shifted all adult books/genres
 - Weeded & shifted all adult non-fiction
 - Mixed general fiction, mystery, romance, & western
 - Rearranged large print and Sci-Fi/Fantasy
 - Labeling books with genre stickers

- Kids
 - Took out shelf in kids' area to open up the space
 - New kids' books were moved to the end of the juvenile non-fiction
- Young Adult
 - Moved all YA graphic novels to top shelf of YA sections
- Mississippi Room
 - Removed table (put in between computer stations for display/study)
 - Moved cabinet and tables around to open room up

Emails, Resources & Website

- Creating resources for different areas and subjects (i.e. mental health, older adults, kids/teens resources)
- Switching email campaigns to specific groups
 - Sent out poll to gauge community interest and begin sending out targeted emails
- Continue to update and include user-friendly and fresh website features

Digital Signage

I have been looking into indoor/outdoor digital signage and have been in contact with Add-Savvy, a digital signage company. I am also pursuing cost-friendly alternatives to try.

Wireless printing: LeanWI is providing free Princh subscriptions to all Wisconsin libraries who are interested for the next five years. Princh is a cloud-based printing platform that allows users to print from anywhere and on any device and send it to the library. Users will be able to pay in a variety of ways including credit cards or cash.

Accessibility Audit: IFLS is funding accessibility audits on a first-come, first-served basis to all interested IFLS libraries. We were approved for an audit in the first half of 2022. The audit is done by the Center of Independent Living.

Directors Report:

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

Financial Report:

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

***2021 Annual Report summary**

Carissa presented the 2021 Annual Report to the board. Report will be posted on the library web site for public and patrons.

***Review of Library Board Bylaws**

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

***Changes in staff wages**

Postponed to next month

***Review Circulation Policy**

A motion to approve the revised circulation policy was made by Amy Fiege, seconded by Pat Knox, put to board to vote, the motion passed unanimously, and carried.

***Review board member applicants**

A motion to approve Tasslyn Lesley Magnussun library board application, put to board to vote, the motion passed unanimously, and carried. Tasslyn Magnussun application will move forward to City Council for approval.

Treasurers Report: \$4,288.61

Issues and assignments for April 21, 2022, Board meeting:

Strategic Plan Review

Adjourn: A motion to adjourn the meeting at 7:18 pm was made by Pat Knox, seconded by Jerry Klasen, put to board to vote, the motion passed unanimously, and carried.

Next Meeting: Thursday, April 21, 2022, 6:30 p.m.

Respectfully Submitted,

Susan Oney