

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
July 15th 2020
Minutes

1. Opening

Vice-President Tim Meehean called the Regular Meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Gene Bebel, Katie Breitenmoser, Darcy Dalsky, Paul Gilk (4:20-), Audrey Huftel, Richard Mamer and Jim Wedemeyer. Excused: Mike Geisler. Also present: Laurie Ollhoff and Draco F. from Merrill Productions.

There was no correspondence. There was no public comment.

2. Consent Items

M Bebel/S Mamer/C to approve the minutes of the June meeting as printed.

M Mamer/S Huftel/C to accept the Monthly Revenue and Expense Report for June.

3. Reports/Discussion Items/Action Items

A. Update on COVID-19 Building Closure, Curbside Pickup and Reopening: Ms. Stevens gave an update on current services. Mr. Bebel shared his concerns related to school aged youth, especially youth with special needs, and urged staff to reach out to school administration to partner in serving the youth in our community. Concerns related to equitable internet access and the need to supplement homeschool resources were discussed related to the current pandemic. Mr. Bebel also shared concerns regarding elderly and homebound populations during this time and urged the staff to continue to reach out to serve these populations.

B. 2020 Mid-Year Endowment Fund Report: Mr. Mamer presented the report. Included was Form 990EZ, which has been filed. M Bebel/S Dalsky/C to accept the report. Board members requested that a review of Standing Committee assignments be on the next meeting agenda.

C. Fines Free Discussion: Ms. Stevens presented documents which provided information on factors for consideration, fine history data and library trends. Board members requested further detail on fine history data and directed to place this discussion on the next meeting agenda.

D. 2021 Preliminary Budget Worksheet: Ms. Stevens provided information available at this time from City Finance Director Unertl regarding WRS, health insurance and breakdown of personnel costs related to COL and steps. M Breitenmoser/S Dalsky/C to approve the 2021 budget as presented.

E. Quarterly Contract Review: John Greenwood: Task logs for January through May were provided. Mr. Greenwood gave an update on the Wisconsin Humanities Grant application award, an overview of the proposed grant project and other AAC activities.

F. Strategic Plan Progress: Goal #5: Updates to Goal #5 were provided.

G. Status of Church Property: Ms. Stevens has been working with the City Attorney to contact the new owner to begin discussing the parking lot agreement. Ms. Stevens spoke with the owner this week and is hopeful to start work on the agreement in the near future.

H. Wisconsin Trustee Essential #23 Dealing with Challenges to Materials and Policies: Ms. Stevens provided copies of Trustee Essential #23.

F Reports from Friends and WVLS Representative: Due to time constraints, this item was not discussed and will be on the next meeting agenda.

4. Forthcoming Events & Library Director Report

- June Monthly Statistical Report was provided.
- Ms. Stevens spoke with Traci Lesneski, CEO, MSR Design regarding status of Space Needs Study for which funding was approved with Endowment Funds. Ms. Stevens will be in monthly contact with Ms. Lesneski, although the project is on hold due to present pandemic restrictions.
- USDA Summer Meals were completed this week with 205 meals provided on-site and 20 meals given to MAC home. Twenty-nine books were given to youth who participated.

- “Story Time Takes to the Road” begins this month. Staff continue to develop programs that engage and connect patrons to areas of interest within the community and local businesses.
- Cat’s Colors Storywalk (A children’s book taken apart, laminated and placed on signs-typically placed along popular walking routes within a community) is planned to be placed along the River Bend Trail pending permission and placement discussions with the Parks & Recreation Department.
- Virtual escape room: “Escape to the River Bend Trail” went live this week.
- Project packs continue to be popular. They will be available again in August.
- Library staff contacted sponsors that donated to Summer Library program expenses. Some of the sponsors would like us to use the funds at this time, some would like us to carry funds over for use with next year’s summer programs and one sponsor would like the funds returned-likely to fund again next year if programs are scheduled.
- Ms. Stevens discussed a request received from St. Vincent de Paul to place a container for drop off of receipts. Due to current restrictions, distribution of community flyers and other community materials has been suspended since reopening.
- Registration information for Trustee Training Week was provided.

5. Adjournment

M Bebel/S Gilk/C to adjourn the meeting at 5:20 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on August 19th at 4:00 p.m. in the Library Community Room.

Stacy D. Stevens, Secretary