

BRILLION PUBLIC LIBRARY BOARD
Brillion Public Library 10:30 A.M.
July 15, 2020

In the interest of public health and safety, members of the Library Board and the public were provided access to the meeting via Go to Meeting.

CALL TO ORDER:

Nick Madison called the meeting to order at 10:30AM

ROLL CALL:

Present were: Mona Cox, Tammy Fischer, Dominick Madison (left at 11:00), Amy Riemer (left at 11:30), Marilyn Schuh, Brittany Smith and Nancy Zimpel. Also present was Library Director Rachel Hitt. Absent: Marc Axelrod, T.J. Moehr

NOTE: Rachel, Nick and Marilyn attended on-site – other attendees were remote.

APPROVAL OF AGENDA:

Motion: Marilyn Schuh moved to approve the agenda as printed. Seconded by Mona Cox.
Motion carried

APPROVAL OF MINUTES- June 17, 2020

Motion: Nancy Zimpel moved to approve the minutes of the June 17, 2020 Board meeting as printed and circulated. Seconded by Mona Cox. Motion carried.

COMMUNICATIONS:

Jean Duquette - \$50 donation was made to the library.

LIBRARY DIRECTOR'S REPORT:

a. Circulation: down from last year (COVID)

b. Financials

Financial: see report

Motion: Marilyn Schuh moved to accept the Financial Report as written and circulated. Seconded by Nancy Zimpel. Motion carried.

c. Library Happenings:

Nothing to add to the report

Automation/Technology:

Shared System/LARS:

N/A

Technology updates:

The marquee sign was not working yesterday. The vendor was able to identify and resolve the issue remotely.

BUILDING AND GROUNDS MAINTENANCE**Any Building and grounds issues**

The installation of the new control interface went well. ACC will be in early next week to identify the issue that is causing a fan to run while the building is in unoccupied mode. The new controls are working very well.

Building & Grounds Committee Report

The committee (Marc, Nick, and Tammy) completed a walk through on July 9. Many of the items were cosmetic and have been taken care of by DPW.

The ash tree is showing signs of emerald ash borer infestation. The board agreed to cut down the tree as recommended by Andy Geiger.

Motion: Nick moved to cut down the diseased ash tree on library property. Seconded by Mona Cox. Motion carried.

The committee recommended replacing the acoustic tiles in the hallways leading to/from the Main Street and Park Avenue public entrances. Andy Geiger recommends a middle-range Armstrong solid-core tile (5 boxes (16 tiles per box) = \$675.65). The unstained tiles from the hallway can be used to swap out tiles in the ceiling above the stairwell. Andy recommends purchasing tiles to replace a small section in the main part of the library. The current, undamaged tiles can be used to replace the stained tiles in high profile areas. The new tiles can run along a wall or in another area where they're less likely to be noticed.

The board agreed that this is a maintenance issue of which Rachel has discretion/authority to decide to complete the job.

LIBRARY PROGRAMS**Library Friends**

N/A

Summer Library Program

Registration is down this year, which was to be expected due to factors noted in the director's report.

The library will post an outdoor challenge board to our Facebook page and website to encourage kids and families to get outside and explore. Dairy Queen coupons are the incentive.

Ongoing program updates

All in-person programming is suspended. A weekly online storytime is provided on Tuesday mornings. The library is hosting two virtual books discussions next week (one teen (Tuesday) and one adult (Thursday)) for the book *The Hate U Give* by Angie Thomas, which is temporarily available as an e book and an e-audio without holds in the Wisconsin Digital Library.

MANITOWOC-CALUMET LIBRARY SYSTEM

The regularly scheduled LARS meeting will occur virtually on Friday, July 17

2020 LIBRARY GOALS UPDATE

COVID-19 has altered expectations of programming and may affect progress on other goals.

STRATEGIC PLAN UPDATE

COVID-19 is affecting a number of activities within the designated goals for this year. Given the delay in the feasibility study, researching foundation fundamentals and recruitment of foundation trustees may be postponed until 2021. Community outreach and collaboration is also limited at present. The time consumed by COVID-19 planning and other activities may slow progress.

LIBRARY BUDGET 2021 (Nick left during this discussion (11:00 am) and Marily Schuh took over the meeting)

Rachel presented preliminary budget options in order to collect feedback that will inform the draft she presents for approval next month.

It is important that the library avoid a significant drop in the operational budget, which would negatively affect county funding levels in 2022.

Rachel discussed the following items affection the 2021 budget:

- Section 125 Plan – funds may be added to employee wages vs a separate deposit in to a flex spending account.

- Yearly contribution to Reserves comes from amount we receive in County Funding. With this year's increase, we may change the amount set aside.

- Fine Free would impact our income budget by about \$500 (estimate) but the employee time spent on fines would decrease as well.

- Library donations – Rachel will confirm with Lori how to show them in budget
- Cell phone reimbursement? Add to August agenda in the budget discussion.

COVID-19 LIBRARY SERVICES

Rachel does not recommend expanding or altering library at this time. We are able to provide access to the building and meet the current level of demand as we continue to provide curbside service. The increase in COVID-19 activity over the last month in Calumet County (as well as the state as a whole) is a concern.

Rachel addressed circumstances that would prompt her to close the library to the public and/or suspend curbside service.

1. Increased COVID activity in Calumet County
2. Confirmed COVID cases in Brillion
3. COVID cases at the library (staff)

Rachel shared websites with COVID-19 data, including the current Calumet County dashboard info on COVID cases in Calumet County (which doesn't include the portions of Appleton and Menasha that fall into Calumet County). Cases are steadily rising with Calumet now being listed as "high" risk.

Rachel will discuss with Lynn (cleaning person) if she would clean the library if a COVID positive person has been in the library.

Rachel reported that the Chilton library will require masks to be worn by all patrons ages 3 + effective Friday July 17, 2020. Discussion regarding this protocol and the Brillion library was discussed.

Motion: Marilyn moved to require library attendees to wear a mask in the library building. This is to go into effect within a week. Seconded by Tammy. Motion carried.

NOTE: Curbside pickup with still be available. Masks will be made available for use at the library.

Rachel requested authorization to purchase a new receipt printer and required accessories. This purchase may be eligible for reimbursement from FEMA if the city has not yet submitted its claim.

Motion: Mona Cox moved to authorize the purchase of a receipt printer and any required accessories with costs not to exceed \$400 from the reserves. Seconded by Brittany Smith. Motion carried.

ELECTION OF OFFICERS

Motion: Marilyn moved that all officer positions be reelected for next year. Seconded by Nancy Zimpel. Motion carried.

PANDEMIC POLICY

The board reviewed and approved the policy presented for consideration.

Motion: Tammy Fischer moved to authorize the pandemic policy as presented. Seconded by Mona Cox. Motion carried.

COMMITMENT TO RACIAL EQUALITY STATEMENT

Proposed statement:

Brillion Public Library strives to serve all members of our library community through our mission of enriching, educating, and inspiring our community to gather, participate, and engage. To fulfill this mission, Brillion Public Library acknowledges and will continue to work to dismantle systemic racism. We condemn all racial and social inequities, and are committed to working toward equity in our community through our partnerships and by providing services to all people. We will continue efforts to ensure that our collections and services reflect and celebrate the diversity of our community, state, and nation. We are committed to promoting respect, equity, and compassion and providing a space where all are welcome. This commitment is endorsed and led by the Library's leadership.

Motion: Marilyn moved to adopt the Commitment to Racial Equality Statement as amended to change the second from last line to state "equity" instead of "equality". Seconded by Mona Cox. Motion carried.

FINE FREE POLICY

The core philosophy behind going fine free is removing barriers to access. Now that Chilton, New Holstein, and Kiel are fine free, patrons in rural areas may opt to use those libraries rather than Brillion, which could affect county funding. With fine revenue estimated very roughly at \$500 in 2019, it may be a revenue neutral change at worst due to the staff time required to deal with fines.

The board expressed an interest in pursuing a fine free policy. Rachel will inform the mayor of the board's intentions, adjust projected revenues in the 2021 budget, and begin drafting a policy for consideration in September.

PRESIDENT

NA

CITIZEN INPUT

NA

SET NEXT MEETING DATE

The next Brillion Public Library Board Meeting will be held on August 19 at 10:30 a.m.

ADJOURNMENT:

Motion: The meeting adjourned at 11:45 AM

Tammy Fischer, Secretary