

May Minutes of the Slinger Community Library Board
Monday, May 11, 2020

The meeting of Slinger Community Library Board of Trustees of the Village of Slinger was called to order by Library Board President Cheryl Korinek at 218 Slinger Road, Slinger, WI at 4:30pm on Monday, May 11, 2020 in accordance with Notice of Meeting delivered to members on May 8, 2020.

Roll Call and Confirmation of Open Meetings Law:

	<u>Present</u>	<u>Absent</u>
Cheryl Korinek	X	
Linda Brandt	X	
Vicky Farr	X	
Holly Koerner	X	
Beth Lighthizer	X	
Donna Moldenhauer	X	
Marlyss Thiel	X	
	<hr style="width: 50px; margin: 0 auto;"/>	
	7	

Also present:

Leslie Schultz, Library Director

Margaret Wilber, Village Administrator

I. Public Appearance – Open for Public Comment

II. Consideration and possible action regarding the minutes of the March 9, 2020 meeting.

Motion by Brandt/Moldenhauer to accept minutes as presented. Motion carried.

III. Consideration and possible action regarding the minutes of the March 17, 2020 special meeting.

Motion by Brandt/Farr to accept minutes with changes. Motion carried.

IV. Consideration and possible action regarding vouchers March 13, 2020-May 6, 2020

Motion by Thiel/ Farr accept vouchers as presented. Motion carried.

V. New Business

A. Review and Action

i. 2020 Budget and 2021 Budget:

Director Schultz stated 2020 budget could see a \$21,322.00 loss in revenue from Qtr. circulation payments, fines, fees, and library services. Director Schultz stated 2021 budget will have a decrease from county funding. Depending on decrease we could operate within current budget lines. With a substantial decrease, initial plan would be to cut library operation hours and staff hours.

ii. "Safer at Home" staff work plan

Director Schultz asked staff to take a 10% reduction in hours starting April 27th. Director Schultz stated staff are working a hybrid of their hours in the building providing Pick Up N' Go services and working remotely.

Motion by Thiel/Moldenhauer to discontinue having staff work at a 10% reduction in hours. Clerks would return to 14 hours per week, and leadership team would return to their regular scheduled hours. Motion carried.

Motion by Lighthizer/Koerner to increase Pick Up N' Go hours to regular operating hours, circulation clerks would work their 14 hours in the building with implementing a 3rd work station, and the leadership team staff working a hybrid of 50% remotely and other 50% working in the building. Motion carried.

iii. Summer Learning Program:

Director Schultz stated SLP would start June 15th and end August 1st with planning for virtual and in-person programming depending on phase of Badger Bounce Back plan. Director Schultz stated there would be an online reading tracking software and printed logs. Director Schultz stated professional performers will be cancelled or added to next year. Director Schultz also stated programs could potentially be offered in multiple sessions with 9 patrons at each program.

iv. Library Reopening Plans

Director Schultz shared two plans for reopening depending on Wisconsin Bounce Back Plan phasing, Washington/Ozaukee County Blue Print, and DPI guidelines and that the library would continue to offer Pick Up N' Go. Director Schultz stated to prepare for reopening, furniture from tables and around library would be moved to accommodate social distancing. Public internet stations would be reduced to two, catalog computers to one, provide laptop for use, and AWE down to one and to continue to quarantine items for 72 hours.

VI. DIRECTOR'S REPORT

A. Circulation and Library Use Statistics:

Director Schultz stated March total circulations, digital and physical, were 6,259 with physical circulations at 5308 and digital at 951. April total circulations, digital and physical, were 1,710 with physical circulations at 572 and digital circulations at 1,138. Director Schultz stated database use increased for AtoZ databases and Ancestry in March and April.

B. Library Program Report:

Director Schultz stated in March we had 9 programs with 351 patrons in attendance. Director Schultz stated the Youth Services Librarian has created and shared weekly STEAM videos to our Facebook page to be posted during our regular Wednesday storytime session. Those videos have been viewed over 1,500 times.

C. Pick Up N' Go:

Director Schultz stated Pick Up N' Go is operating 6 days a week for 42 hours.

D. Social Media Update:

Director Schultz stated during this time, the website was updated with the logo, home page redesigned, the children's and teen pages have been updated to match Adult page and pictures have been added to children's and teen pages. Director Schultz stated social media, Facebook and Instagram, has increased 42% in post reach and 27% in post engagements due to successful posts and campaigns focusing on the digital and free resources we offer, National Library Week campaign, At-Home Scavenger hunt, We Miss You campaign and many others.

E. FOSL Update:

Director Schultz stated the Friends cancelled all their events in April, Gehring's Meat Sale and Culver's Share Night, no official word whether silent auction will be cancelled. Director Schultz shared the treasurer's report provided February 3rd. They have 2 CDs worth \$29,730.90

Income: \$1,067.57

Expenses: \$3,833.84

Ending balance: \$16,351.46

Director Schultz stated a volunteer donated \$500.00 for Children's items focusing on early childhood/early elementary items in the areas of science, history, and geography and book plates will be added to each item purchased.

VII. Closed Session

Pursuant to authorization conferred by Wis. Stat. sec 19.85(1)(c)-to go into Closed Session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
(Personnel matter)

Motion by Lighthizer/Thiel to go into closed session.

Roll call vote was taken to go into closed session to include Margaret Wilber, Village Administrator at 6:20pm.

Yeas: Korinek, Brandt, Farr, Koerner, Moldenhauer, Thiel, Lighthizer Nays: None

VIII. Return to Open Session

Motion by Brandt/Lighthizer to come out of closed session. Roll call vote was taken to leave closed session at 6:34pm.

Yeas: Korinek, Brandt, Farr, Koerner, Moldenhauer, Thiel, Lighthizer Nays: None

No action was taken on closed session items.

IX. Next Meeting Date: Monday, June 8, 2020 at 4:30pm

X. Adjourn Meeting

Motion by Moldenhauer/Brandt to adjourn at 6:35pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director