

Mayville Public Library Board Meeting
June 8, 2023

1. The meeting was called to order at 6:00 p.m. by Board President Grant Larson.

Present: Grant Larson, Mike Schmidt, Sue Smith, Geri Feucht and Library Director Jennifer Stasinopoulos. Excused: Carrie Mathison (Mayville School District), Lisa Neumann, and Moriah Hurst.

Guests: Kory Krieser (Integrus)

2. Public Comment: There was no public comment.

Guest Kory Krieser of Integrus reviewed updates on the building project checklist with the Board early in the meeting. Specific items reviewed by Krieser are listed below:

- Power to the Library and all business on the same block of the Library will be out on Saturday, June 17 for up to seven hours, between 5:00 a.m. and 12:00 p.m., in order to bury the electric line. Due to this issue, a motion was made by Larson to close the Library on June 17. The motion was seconded by Schmidt, and the motion passed.
- The elevator may not be ready for the October opening, but the stairs will be accessible. The board discussed the opening date and decided to keep the date at the beginning of October, even if the elevator is not available yet for public use.
- The donor wall design and materials were discussed. Kory will try to bring samples with writing at the next meeting and check on alternative materials -so that the board can make a more-informed decision.
- Regarding the donor wall color scheme, Feucht made a motion to approve the color scheme of the three-form panel unless there is an appropriate glass version. Smith seconded the motion, and the motion passed.
- Krieser discussed signage. It will be a neutral linen color to match the interior decorating. The direction of the print for the lettering in the teen and children's areas was discussed, and the board agreed with the recommended version as illustrated in design drawing. The board agreed to label the study rooms by number (e.g., Study Room 1). The larger conference room will be called the Board Room, and the smaller conference room will be called Conference Room. The large meeting room on the upper level will be called Community Room, and the two sides will be designated with East and West signs. Some areas will be designated with Staff Only signs, but some locked areas will have no signage (e.g., the janitor's closet will not have signage). Overhanging directional signs indicating the Community Room and the Library were also discussed.
- Krieser also discussed the phone system, which will use VoIP. Stasinopoulos asked about headsets to make it easier for staff to communicate to each other when at opposite ends of the library or on different floors. Krieser will look into this option.

3. Approval of the May 2023 meeting minutes: Feucht made the motion to approve minutes, and Smith seconded. The motion passed.
4. City budget reports for May 2023: Schmidt made a motion to approve the budget reports, and Smith seconded. The motion passed.
5. Payment of the bills for May 2023: Schmidt made a motion to pay the bills, and Smith seconded. The motion passed.
6. Library Treasurer report for May 2023: Smith discussed the PayPal Donation. We are still unable to access this donation as the password for the account was lost due to a computer crash. She is continuing to work on this, but as the City Comptroller resigned effective at the end of last week, finding the solution may take longer. Smith also discussed the building fund expenditures, and there was not much of an increase in May. However, large payments can be expected soon as some major bills for the building project are coming due. Smith also provided a donor report which listed amounts paid and outstanding. Schmidt made a motion to accept the Treasurer's report, and Geri seconded. The motion passed.
7. Director Jennifer Stasinopoulos provided a detailed written report that included staff meetings and activities, updates about the Monarch Library System, the current building, and staff and upcoming events. She pointed out that while circulation was down in April and in May in Mayville, the same downward trend affected other libraries in the area. The circulation in May was not down as much in Mayville as it was in April. Stasinopoulos discussed the third annual Scavenger Hunt, which was brought back due to patron requests. This year 36 businesses joined the library to make the scavenger hunt happen. Stasinopoulos continued discussing summer programming, pointing out the summer reading season is the busiest time in most public libraries. This year, the theme is *Catch the Reading Bug*, which is reflected in the Scavenger Hunt. She also showed a booklet made during the Stuffed Animal Sleepover program. This is the kind of programming that creates strong positive library experiences for children, and when they return to library as older children and adults, they talk about such experiences.

The Director brought up the issue which had also a need recognized by Smith that though the staff member responsible for managing the website is willing to learn how design a new website, it is not feasible to have her do so. She has too many other responsibilities, including but not limited to creating pamphlets, fliers, bookmarks, and other physical marketing material, creating posts for social media and managing the social media accounts, and creating posts for the website and managing the website, as well as helping with programming and helping at the circulation desk—all this as a part-time staff member. It is much more feasible to hire an experienced web designer to work on a new website, preferably before we move into the new building. The Board agreed. Smith made a motion to hire a website designer and Feucht seconded the motion. The motion passed

Board Treasurer and Library Friends Member Sue Smith discussed the Friends Activities. The Friends made approximately \$500 at their food sale during the Rummage Sale Saturday in May. Library staff Sheila and Jenny joined the Friends with activities and giveaways to promote the library. (They gave

Free Comic Books from Free Comic Book Day along with information and other items.) The Friends activity regarding the Time Capsule is discussed below under Building Update.

8. Unfinished Business

A. Update on new Library Project

1. Regarding the Building, Grant Larson proposed a number of needed change orders. Feucht made a motion to approve the proposed changes; Smith seconded, and the motion passed.
2. Update on timeline for moving: Kory Krieser reported that it will take approximately one week to complete the move. He is working on setting up a meeting between the movers and Director Stasinopoulos so that she can be updated on what to expect and any projects she needs to complete in advance.
3. Board Treasurer and member of the Mayville Friends of the Library Sue Smith discussed the Time Capsule, dedication, and Open House. Regarding the Time Capsule, she stated that the Friends are working hard to gather pictures and memorabilia from around Mayville. The items going into the Time Capsule will be displayed in the display case after the current display is removed. Regarding the Dedication, the committee is looking for one person to give a short speech, and then there will be the ribbon cutting, after which the public will enter and tour the facility. There will be easels in each section highlighting what the Library had in the old building and the improvements. There will be a guest book for all to sign, a looping media presentation showing the building process, and a special bookmark. They are currently putting together a program that will list all the people involved. They will do mostly digital invitations as well through the newspaper, and they are currently working on a list for specific invitations. Regarding the Open House, they are planning it for November 10th and 11th. November 9, 2023, is the 119th anniversary of the Library. Library staff will join them in the planning to come up with special activities.
4. Board Treasurer and member of the Mayville Friends of the Library Sue Smith brought a request from the Friends of the Mayville Library regarding library items not claimed by the City, other libraries, or by other nonprofit groups. The Friends would like to hold a rummage sale with these items for the community, and they would keep the proceeds of the sale. Schmidt made a motion that the Friends of the Library would be able to have a rummage sale with any items unclaimed by the City, other libraries, and area nonprofits and that they would keep the profits. Feucht seconded, and the motion passed.
5. The topic of room rentals and reservations was discussed, and the Board requested that the Director research what other libraries in our system do in regard to room rentals and reservations.

- B. Library Circulation Policy: this topic was tabled until more board members can be present. Smith made the motion to table the discussion, and Feucht seconded the motion. The motion passed.
9. New Business: The Library of Things Policy was presented by Director Stasinopoulos. The Library has been acquiring new Things for circulation as well as new venue experience passes. To streamline the check-out process of such items, the Director recommended using one form for all. This form will be kept on file, and a note will be added to the patron record so that staff can easily check if the patrons have signed the form. Smith made a motion to approve the Library of Things Policy and Agreement form, and Schmidt seconded. The motion passed.
 10. Adjournment: Mike Schmidt made a motion to adjourn the meeting and Geri Feucht seconded. The next meeting is set to be July 13, 2023, at 6:00 pm.