

Mayville Public Library Board Meeting
April 8, 2021

1. The meeting was called to order at 6:02 p.m. by Board President Grant Larson. Present through Zoom: Grant Larson, Geri Feucht, Dianne Slater, Mike Schmidt (at 6:05), Sue Smith, Lee Zarnott and Librarian Jennifer Stasinopoulos. A City Council liaison did not attend.
 2. Public Comment: None.
 3. Minutes: After review, Smith made a motion to accept the 03/11/2021 minutes with no changes. Zarnott seconded. Accepted.
 4. City Budget Report: The budget reports were not completed due to some technical glitches.
 5. Payment of Bills: After review, the motion and second to approve payment of the March, 2021 bills was made by Schmidt and Smith. Motion approved. The totals for March are not finalized.
 6. Library Treasurer's Report: After a short review Smith made a motion to pay \$586.95. Slater seconded. Passed. Schmidt made a motion to accept the March, 2021 report. Smith seconded. Accepted.
 7. Library Director's Report: Jennifer included a comprehensive Director's Report in the Board Packet.
 - A. LIBRARY STATISTICS: Jennifer presented the March, 2021 receipts and statistics.
 - B. MEETINGS/ ACTIVITIES: Jennifer gave a detailed report about recent staff activities including a mailing to local businesses about the Summer Reading Program; Library participation in the Easter Basket Hunt; Jennifer's meeting with the Library Consultant for the Mayville School District and updates to the Make It Mayville booklet. Some Monarch System Libraries including MPL experienced some webpage downtime. All are working fine, now. Staff are continuing to weed the collection and clean the basement.
 - FRIENDS GROUP /UPCOMING EVENTS: The Friends Officers have an upcoming meeting on April 13th. A General Friends Meeting is scheduled for May 4th. The Friends will have a fish fry at the Legion on May 14th. The Friends have an upcoming teen book discussion, tentatively for May 25th at 6:00 p.m.
 - C. BUILDING: Nothing to report at this time.
 - D. STAFF/ UPCOMING EVENTS:
 1. Summer Reading: Jennifer will begin visiting some local businesses next week.
 2. Program: How to Grow a Healthy Lifestyle This "hybrid" program will be offered at the Library *and* on Facebook Live next Tuesday, April 13th at 6:30 p.m.
- Zarnott made a motion to accept the Librarian's report. Schmidt seconded. Accepted.
8. Unfinished Business:
 - A. Update on new Library project:
 1. Library Building project: continued discussion with possible action on Lib. Bldg. Committee recommendations. We have raised more than ½ of the \$400,000 fundraising goal

towards the new Library building. We discussed the role of the Building Committee. Only the Library Board has the ability to make decisions regarding the new building.

2. Discuss with possible action: Mayville Public Library Campaign Planning Committee materials and payment of the bills. Smith made a motion and Schmidt seconded to allow C.G. Schmidt to move forward in creating video promo ads. Passed.

B. Discuss with possible action: Library Hours. The Library will begin staying open during evenings soon.

C. Discuss with possible action: Computer and laptop purchases. Feucht made a motion to purchase a new laptop for Staff use, not to exceed \$1,500. Schmidt seconded. Passed.

D. Discuss with possible action: Hoopla update. We have had some technical difficulties with Hoopla.

E. Discuss with possible action: Trustee Essentials Handbook, Chapter 3: Bylaws: Organizing the Board for Effective Action. Feucht gave a very brief overview of the chapter and recommended that we update our bylaws soon. She promised to email the pdf file of those bylaws to the board.

9. New Business:

A. Discuss with possible action: Changing Amazon Line of Credit to a Credit card. After some discussion this was tabled while Jennifer researches the credit card some more.

B. Discuss with possible action: Funds for collection and programming. We discussed this and expect it to be clarified soon.

C. Discuss with possible action: Adoption of the General Records Schedule. After some discussion Smith made a motion to adopt the Wisconsin Historical Society General Records Schedule which is a mechanism for systematic retention and disposition of similar types of records across all government units. Zarnott seconded. Passed.

D. Discuss with possible action: Volunteers in the Library. After some discussion Schmidt made a motion to approve the Mayville Public Library Volunteer policy with one change. Slater seconded. Approved.

E. Discuss with possible action: The donation PayPal account. Grant is working on this.

F. Discuss with possible action: Staff job descriptions and staffing. After much discussion Schmidt made a motion to approve the Library Assistant III job description as written and allow Jennifer to post that job at a rate of \$12-14 per hour depending on skills and qualifications. Zarnott seconded. Approved.

10. Adjournment – Next meeting May 13, 2021. The original Building Committee will be invited to join the board for a meeting at 5:00 p.m.

At 7:54 Schmidt made a motion to adjourn. Zarnott seconded. Passed.

Respectfully submitted by Geri Feucht, Secretary

Library Board Meeting Minutes 04/08/2021; submitted on 04/10/2021.