

Mayville Public Library Board Meeting  
May 13, 2021

1. The meeting was called to order at 5:00 p.m. by Board President Grant Larson. Present through Zoom: Grant Larson, Geri Feucht, Mike Schmidt, Sue Smith, and Librarian Jennifer Stasinopoulos. Dianne Slater and Lee Zarnott were excused. The City liaison did not attend. Guests: Sheila Steger, Lisa Neumann, Kory Krieser and Tom Baade. Krieser and Baade left at 5:20.
2. Public Comment: None.
3. Minutes: After review, Schmidt made a motion to accept the 04/08/2021 minutes with a correction. Smith seconded. Accepted.
4. Presentation by Kory Krieser—Kory presented “Building Cost Risk Assessment and Recommendations” for the consideration of the Board.
5. City Budget Report: Jennifer explained that personnel costs this year have been higher than projected due to mandatory payouts to the former Director, who retired in good standing with much unused sick leave. Schmidt made a motion and Smith seconded to accept the budget report. Passed.
6. Payment of Bills: After review, the motion and second to approve payment of the April, 2021 bills was made by Smith and Schmidt. Motion approved. The totals for April are as follows: General Fund: \$1,649.49; Dodge County: \$2,291.50; Library Trust Fund: \$520.05; Total: \$4,461.04.
7. Library Treasurer’s Report: After a short review Schmidt made a motion to accept the April, 2021 report. Smith seconded. Passed.
8. Library Director’s Report: Jennifer included a Director’s Report in the Board Packet.
  - A. LIBRARY STATISTICS: Jennifer presented the April, 2021 receipts and statistics.
  - B. MEETINGS/ ACTIVITIES: Jennifer is updating job descriptions and Lea has helped build documentation about her job duties; Sheila helped organize participation in the Capital Campaign library building video; and Rhonda attended an updated circulation procedures meeting. Staff are continuing to weed the collection and clean the basement. New computers are being purchased. Items pertaining to the history of the Library are in the display case. Fun and exciting hybrid programs (meaning that they can be attended both in-person and online) are being planned for the months ahead while Sheila continues to offer take and make as well as recorded readings of stories. MPL is collaborating with nearby libraries to bring a Paper Airplane Guy program to our communities. A large purchase of Young Adult (sometimes called Teen) titles was purchased in April. Hoopla will soon be available to Mayville PL cardholders.

FRIENDS GROUP /UPCOMING EVENTS: The Friends will have a fish fry at the Legion on May 14<sup>th</sup>. The Friends have an upcoming teen book discussion on May 25<sup>th</sup> at 6:00 p.m. The Friends plan to offer teen book discussions on the fourth Tuesday of each month through October, this year. This spring, the Friends donated \$1,500 to the Library for programming and

\$1,000 for Teen/YA materials. In addition, Secretary Mary Dessereau applied for and received a \$500 from Alliant for Library programming.

C. BUILDING: 1. Water and sump pump drain. The sump pump cover in the basement had been set aside but is now again where it should be. 2. Basement Update. There was some calcification atop the outdoor opening where the sump pump drains and water had leaked into the basement. Jennifer cleared the opening and since then the area has been dry.

D. STAFF/ UPCOMING EVENTS: Jennifer learned from the April 13<sup>th</sup> hybrid program that the Library needs a special microphone for these programs. 1. Summer Reading: The Library will again offer Beanstack for patrons to keep track of their SRP participation. A Beaver Dam group donated many items that Mayville Public Library can use as SRP prizes.

Feucht made a motion to accept the Librarian's report. Schmidt seconded. Accepted.

#### 9. Unfinished Business:

##### A. Update on new Library project:

1. Library Building project: continued discussion with possible action based on Library Board recommendations. The Board wishes to thank members of the Building Committee for their great work moving the project forward. Since there is no longer a Building Committee, it is hoped that those committee members will continue their valuable contribution in other ways, such as by continued participation on the Capital Campaign Committee.

2. Discuss with possible action: Mayville Public Library Campaign Planning Committee materials and payment of the bills. Smith is working on getting a banner made (See #3 below).

3. Discuss with possible action: continuing campaign—Possible banner to go on building site. Schmidt made a motion, seconded by Smith, to put up the banner, when completed, on the site of the new library. Approved.

B. Discuss with possible action: Credit Card Update—In the interest of continuity within the City, Jennifer is waiting to see how the City standardizes the use of departmental credit cards.

C. Discuss with possible action: Covid Reopening. After some discussion, Smith made a motion to remove Covid restrictions within the Library and regarding programs in the Library and elsewhere. Schmidt seconded. Passed.

D. Discuss with possible action: Trustee Essentials Handbook, Chapter 4: Effective Board Meetings and Trustee Participation. Feucht read Chapter 4 and the group paused to clarify some points.

#### 10. New Business:

A. Discuss with possible action: Circulation Policy, including fines, checkout limits, etc. After a detailed review, Schmidt made the motion to approve the Director's recommendations of Circulation Policy updates. Smith seconded. Passed.

B. Discuss with possible action: Movie Collection and method of processing and checking out. This is at the discretion of the Director and is already being changed. These changes should make it easier for patrons to find what they want and should take a lot less time for the Staff to search and organize.

C. Discuss with possible action: Job Description: Programming Library Assistant / Librarian. Schmidt made a motion to table this. Smith seconded. Passed.

D. Discuss with possible action: Hoopla: Juvenile codes and ratings. Schmidt made a motion to accept the Hoopla policy as presented. Smith seconded. Passed.

E. Discuss with possible action: Change in bathrooms—Schmidt made a motion and Smith seconded to change one of the public bathrooms to a Staff bathroom and allow the other to be used as a unisex public bathroom. Passed.

F. Discuss with possible action: T-shirts, bags—From now on, the Staff will choose the use of these items, such as giving them away as prizes.

G. Discuss with possible action: Library surplus Equipment. After some discussion, Smith made a motion to allow the Director to use his/her discretion, per item, whether to participate in the City Departmental Surplus Equipment Policy. Schmidt seconded. Passed.

H. Discuss with possible action: Purchase of two 2D barcode scanners. After some discussion, Schmidt made a motion to use Dodge County monies to purchase two 2D barcode scanners. Smith seconded. Passed.

11. Adjournment – Next meeting June 10, 2021 at 6:00 p.m. At 7:06 Schmidt made a motion to adjourn. Smith seconded. Passed.

Respectfully submitted by Geri Feucht, Secretary

Library Board Meeting Minutes 05/13/2021; submitted on 05/13/2021.