

The Public Library Board of Kewaskum, Washington County, Wisconsin, met via video conference

Committee members present at the beginning of the meeting: Dave Spenner, Teresa Meltz, Connie Zemlicka, Juli Hesse, Jim Westphal, Sandi Radetzky. Others in attendance: Lori Kreis and Tammy Butz. Andy Mayer, Connie Zemlicka and Juli Hesse logged in after the meeting began.

Meeting was called to order by Teresa Meltz at 1:30 pm.

Teresa Meltz requested change of the Minutes to reflect roll-call on approval of motion for the Ad Hoc Committee to speak on behalf of the Library Board. Motion to approve the March 6, 2020 minutes with modification by Jim Westphal, Sandi Radetzky seconded, voice vote, motion carried.

**PUBLIC COMMENT** – none

### **FINANCIAL**

**Approval of Bills** – Teresa Meltz asked if we are spending less due to not being open. Lori Kreis indicated that we are not receiving items and receive bills after receipt; billing will go down. Teresa Meltz motioned to approve the bills, Sandi Radetzky seconded, voice vote, motion carried.

**Budget Review** – Teresa Meltz stated we are third of way through the year, most budget areas we are doing fine with a buffer. Lori Kreis indicated that we may go over budget on the periodicals for newspapers. Teresa Meltz inquired if the printer/copier costs will go down with not being open. Lori Kreis clarified that there is a \$152.99 monthly lease, when we see updated usage bill it will probably go down. Teresa Meltz stated that the Money Market account has been updated.

### **REPORTS**

**Circulation** – Print circulation went down with the library being closed. Overdrive (e-books) is up 32% for the month and expect to see it continue to rise. RB Digital (magazines) went up 200%, A to Z (job search) went up 300%. Wireless usage is holding steady with people outside or in lobby. Lori stated that they are tracking Facebook Live Storytime. In the 2 ½ weeks before closing, 24 library cards were issued.

**Monarch System** – Lori Kreis met on March 12<sup>th</sup> in Grafton and discussion was centered on the pandemic. In addition, changes were made to assist in tracking statistical data; this will aid in filling more holds. Discussion was had on the Get Your Library Card promotion in fall. Future meetings will not be held in West Bend.

On April 8<sup>th</sup>, the meeting was held with Microsoft Teams. New resource agreement with Monarch and Mead for Resource Library for the system was approved. Due dates have been extended to June 1<sup>st</sup>, system wide. Discussion on what back to work will be, return all items to home library and then let sit for 24 hours. Unsure when this will start. A weekly Monarch chat is held every Friday. Connie Zemlicka asked if the website would be updated with due dates. Lori Kreis indicated that dates are not being listed as it may change.

**Director's Report** – on March 17<sup>th</sup> at 5 p.m. the library closed to the public. On March 24<sup>th</sup>, the library staff stopped working in the Library and started at home. At the Village Board meeting the decision was made to not pay staff for regular hours if working reduced hours during pandemic. Lori Kreis did reach out to the non-professional employees; one wanted to work her regular hours and will be working at the Municipal Building to support that, one wanted to keep 5 hours and is working reduced hours, the other is working from home with reduced hours.

Lori reported that we are connecting with patrons through Facebook Live Storytime and have added chat onto the Library website.

The Village has borrowed a blue light from Kewaskum School District that was placed in the library to assist in making the area germ free.

**Washington County Library Services Board** – The next meeting is April 16<sup>th</sup> by phone; to pay the bills.

**VILLAGE BOARD** – Dave Spenner has been contacted by members of the community regarding salaries and wages; including the Library with it being closed. Dave encouraged Lori to continue to share information on what the employees are being done. Dave indicated that he would like to review the Shared Facilities, with the Library closed and not using the resources. Lori indicated that this includes copy machine and postage machine. Dave will be in contact with Administrator Matt Heiser on this.

**SCHOOL DISTRICT** – Andy Mayer stated that the school has been closed for the last month. He was able to provide an at-home Badger Link to students to access through school login. He has been contacted by the DPI to be part of a group of five school and public libraries to bring in Jason Reynolds, author, for author visits. Initial contact is to request a virtual meeting on a Wisconsin specific discussion.

**CHAMBER OF COMMERCE** – Connie Zemlicka stated that there was no meeting.

#### **NEW BUSINESS**

**Purchasing Policy** – Lori Kreis presented a purchasing policy, in case the board is unable to meet. Lori noted Item #3 that allows for invoices to be paid without any prior specific authorization by the Library Board with conditions that need to be met. Teresa Meltz requested that Item #3 be clarified for extenuating circumstances. Dave Spenner suggested that the Library Board President declares this. Lori Kreis asked if the policy could be approved with the condition that the clarification be made. Discussion ensued on how to clarify Item #3. Dave Spenner motioned to approve purchasing policy with the additional verbiage of “the Library Board President, under extenuating circumstances may allow the Library Director to pay the bills without prior authorization from the Library Board”, Andy Mayer seconded, voice vote, motion carried.

**Virtual Meetings** – Teresa Meltz deferred to Lori Kreis for discussion on virtual meetings throughout the pandemic. Lori Kreis advised the board that she has received approval from Administrator Matt Heiser to use the Village Zoom account. Consensus by the board to go forward with Zoom Meetings.

#### **OLD BUSINESS**

**Library Funds** – Lori Kreis reported no update.

**Shared Facilities** – no discussion

**Shared Facilities Analysis** – Lori Kreis indicated the Administrator Matt Heiser received the invoices, totaling \$11,586.63. These invoices reflect the completion of Phase I. The Ad Hoc committee is not meeting, need confirmation on whether to pay. Lori stated she received an e-mail advising that no additional expense would be incurred, if we changed plans.

**Joint Libraries/Act 420** – Lori Kreis stated that this is on hold and did not meet last week. Next meeting is planned for May 20<sup>th</sup>.

Next meeting is May 11, 2020 at 1:30.

Meeting adjourned at 2:09 pm.