

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

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

Meeting was called to order by Teresa Meltz at 1:31 p.m.

Teresa Meltz requested change to the minutes to reflect correction of “one fourth of the way through” under Budget Review. Motion by Sandi Radeztsky to approve the April 13, 2020 meeting minutes with correction, seconded by Juli Hesse, voice vote, motion carried.

PUBLIC COMMENT – none

FINANCIAL

Approval of Bills – Connie Zemlicka stated she reviewed the bills and approved them. Lori Kreis clarified that the True Value (cleaning supplies) and Demco (plastic bags for library to go items) invoices are COVID-19 related for potential reimbursement. Connie Zemlicka motioned to approve payment of the bills, seconded by Sandi Radeztsky, voice vote, motion carried.

Budget Review – Teresa Meltz remarked that we have started purchasing again. Lori Kreis stated that books and materials are now being received and that the bills are for March and April. County Outreach bill for partial time as they stopped in March and is reflected in the cost.

REPORTS

Circulation – Lori Kreis provided a summary on circulation. Wireless usage is up a little, Overdrive up 53% over last year and 23% overall, RB Digital usage is up and Ancestry is being used. Three new Library Cards were issued through the internet via online registration. Since starting curbside pickup on April 27, there has been a total of 382 checkouts.

Monarch System – Lori Kreis advised that the next meeting is Thursday, May 14. Jennifer Chamberlain has accepted the position of Director of WiLS (Wisconsin Library Services) and will start on June 1. Monarch has posted for her position.

Director's Report – Lori Kreis stated that the Municipal Building boiler is broken, the cost to repair is \$2,400. The library will be responsible for one-third of the cost. Ancestry is now available for use in homes. Staff continues to work on programs, including craft kits for pick up. For the Summer Learning Challenge, the library will be using Beanstack, a statewide online reading challenge platform and mobile app from the Division of Libraries and Technology in Wisconsin's Department of Public Instruction. The State is paying for this through an IMLS grant this year for libraries to opt into.

Washington County Library Services Board – Lori Kreis advised that the meeting on April 16th was done via a webinar. Second quarter payments were authorized. Chairperson Vosen addressed concerns expressed by Library Directors regarding potential inequities in circulation data due to COVID-19 closings. She stated that the Board would address these concerns at a future meeting, with the potential to make adjustments when calculating the 5% reserve payment. The next meeting is scheduled for August 20th.

VILLAGE BOARD – Lori Kreis reported on the April 6th Village Board meeting.

SCHOOL DISTRICT – Andy Mayer reported that he was looking into Beanstack and provided an update on what he is doing at the school.

CHAMBER OF COMMERCE – Connie Zemlicka stated they are not meeting.

NEW BUSINESS

Election of Officers – Teresa Meltz asked for nominations for president and treasurer. Motion by Andy Mayer to re-appoint Teresa Meltz, President and Connie Zemlicka, Treasurer, seconded by Juli Hesse, voice vote, motion carried.

COVID 19 Discussion – Lori Kreis presented discussion on re-opening and considerations. Lori Kreis is working on obtaining required supplies, including PPE (cloth masks) and sanitizer. In addition, DPW staff are building plexiglass shields for the circulation desk. Discussion ensued on re-opening guidelines, staffing and limiting services.

OLD BUSINESS

Library Funds – no updates.

Shared Facilities Fees – Teresa Meltz inquired on the history of the shared facilities agreement. Lori Kreis had worked with Administrator Matt Heiser on this and noted that a Library Contributions to Municipal Building Expenses spreadsheet was shared earlier and was distributed at the January 6th Village Board meeting. Discussion ensued on the spreadsheet. Teresa Meltz tabled discussion until the June 8th meeting.

Shared Facilities Analysis/Zimmerman Report – no report; next step is to have Shared Facilities to meet.

Joint Libraries/Act 420 – no report

Next meeting is June 8, 2020 at 1:30.

Motion by Connie Zemlicka to adjourn meeting at 2:10 p.m.

Tammy Butz
Village Clerk