**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

[**www.abbotsfordpl.org**](http://www.abbotsfordpl.org)

REGULAR MONTHLY MEETING: Meeting called to order August 19th, 2020 / 5:08 PM / Public Room

ATTENDEES:

Jochimsen, Giffin, Suttner, Bittner, Dukelow

Members absent: Hinrichsen, Braun, Writz

AGENDA

**Previous minutes:** Read approved. Suttner/Dukelow

**Public Comment:** Lori Huther for City Council

**Old Business**

* New Covid-19 guidelines form the Clark County Health Department. New Guidelines are recommendations not requirements, and are meant to be adapted to each library’s unique characteristics. The new guidelines are based on Covid-19 activity levels; high, medium, and low. Each level has its own recommendations. At the time of meeting Clark County was at high activity. The motion was made that the library would stay with current procedures, however the director will be giving the ability to move the library back to curbside only services or services by appointment at her discretion. Suttner/Writz, motion passed.
* Review Abbotsford Library Covid-19 procedures: Board decided to maintain procedures as is.
* Facebook Live Concert: Watch musician Troy Graham on the library’s Facebook page.
  + Discuss changes to make for August or choose to maintain current hours/procedures: Board decision is that August will match hours and procedures of June and July.

**New Business**

* MCPL Task force update: The Marathon County Public Library system is in the process of collecting data to determine the most viable library system for their group of libraries. If MCPL were to leave the Wisconsin Valley Library System there would be many repercussions the system and remaining libraries would have to deal with. The August 17 Task Force agenda indicating a decision could be imminent was shared with the WVLS community, the Abbotsford Library Director and other library directors in the system letters to Task Force members expressing concerns. Copies of those letters, along with a letter from WVLS President Tom Bobrofsky to Task Force Chair Mark Arend, and WVLS’s written response to the final Task Force question on leadership, may be found under August 2020 MCPL Task Force Meeting on the WVLS website. <https://www.mcpl.us/about/board/library-system-task-force>

At the August Task Force meeting it was agreed to extend the investigation through the end of the year. Future Task Force agenda items: At its September meeting, comments from MCPL staff will be reviewed and new MCPL trustee, Michelle Van Kray, requested a place on the meeting agenda to address her questions on why the Task Force was formed and why MCPL seeks to leave the system. In October, the Task Force will complete its SWOT analysis after Task Force members submit their individual analysis to the director of MCPL for compilation. In November, the Task Force will look at the pros and cons of each system. The earliest a Task Force recommendation could go to the MCPL Board is December.

<https://www.mcpl.us/about/board/library-system-task-force>

* 2021 Budget Review set for Sept – The director asked that the September Library Board meeting be held on the 2nd Wednesday of the month in the case extra time is needed to review the library’s 2021 Budget or if the meeting gets delayed. Board Agreed.
* Future Summer Hours. This agenda line was meant to read “Future Saturday Hours” the board decided to hold this agenda item until a time when Olson-Peterson officially gives her last day or Saturday hours resume.
* Discuss changes to make for September or choose to maintain current hours/procedures.
  + Board decided to keep current COVID hours and procedures in place for September. Review of other libraries in our system: Colby maintaining reduced hours, Dorchester to resume full hours (smaller town and fewer regular hours), Greenwood curbside only, Owen only entryway access, Medford open Mondays through Thursdays (to change to full hours in Sept), Loyal open M,W, F. Full list of system library hours can be found: <https://wvls.org/covid-19-resources/>
  + School reopening considerations: The Abbotsford Schools will be closed on Wednesdays. The school will be offering Chromebook to the students who need them. If students need the library for internet access, the library will only allow one student per table to maintain social distancing. Public computers can be used for homework and other non-entertainment use. Limits on numbers in the library will be monitored.

**Treasurer’s Report**: 58% spent

**Circulation Report:**

* + Total Circulation: July 2020: 2,147 Last month: 1,497
  + July 2018: 2,870 July 2017: 2,571 July 2016: 2923 Jul 2015: 2467 Jul 2014: 2637

Circulation Break-down: Renewals not counted

Books: 886, DVDs: 261, Spoken Record: 43, Large Print: 15, Magazines: 36, Other: 7

**Other Usage Report:**

* Wireless Sessions: July: 490 June: 331 May: 327 April: 253 March: 286 Feb: 193 Jan: 219 Dec: 121 Nov: 184 233 Oct: 269 Sept: 290 Aug: 338 July 2019: 168
* Overdrive E-material Checkout: July: 250 June: 243 May: 237 April:286 March: 239 Feb: 185 Jan: 173 Dec:177 Nov: Oct: 242 Sept: 243 Aug: 212 July 2019: 111
* Website Visits: July: 222 June: 256 May: 276 April: 443 March: 394 Feb.: 175
* **Monthly Reference:**

July Reference: 51

**Patron Count:**

July 2020: 583 July 2019: 1843 July 2018: 1765 July 2017:1703 July 2016: 1427

**Policy Review: none**

**WVLS report:** Meeting on Sept 2nd.

**Director Report**

* Last Month Program Count:

June: Monthly Program total: 18 programs, 395 attendance

* Future Programs: Limit to 9 if held, Make and Takes to continue, added a Teen craft for September. Kindness Rock Scavenger Hunt to be held the whole month of September:  
  Community members are asked to search Abbotsford public parks and playgrounds (park across form TP, Red Arrow, Old Elementary School Playground, Shortner Park, and HK Christensen Park) for 50 kindness rocks with the words Abby Library on the back. If they find a rock, they are to bring it to the library for a small prize. Each rock will be unique and numbered to help avoid cheating.
* Jr. Library Guild Librarian of the Month: a very nice article coving the honor was in the Tribune Paper.
* The Director will change the Tuesday morning Boredom Buster to a Library Update.
* New online resource: A to Z Food America: The world’s largest database of American food, culture, and recipes. With thousands of recipes, hundreds of fascinating culture and ingredient articles, and essential culinary resources. Added as a September Library challenge, patrons will be asked to make a recipe from the site and share on the library’s social media.

**Staffing/Operating Issues**

Window update: Insure Claim has been placed, repairs are scheduled for September after school starts.

Kim Olson-Peterson: No update.

Saturdays: Discussion on hold until Saturdays are resumed.

**Next meeting:**

Sept 9th at 5pm.

**Adjourn** 5:54 pm Dukelow/Bittner

