**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

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

REGULAR MONTHLY MEETING: Meeting called to order Feb. 10th, 2021 / 5:00 PM / Public Room

ATTENDEES:

 Jochimsen (Library Director), Board: Giffin, Suttner, Bittner, Hinrichsen, Braun, Lori Huther, Dukelow

 Members absent: none

**Call to order:** 5:00 pm

**Reading of the minutes from previous meeting:** Read, corrected (representative was spelled reprehensive) and approved. Giffin/Bittner

**Public Comment**

**Old Business**

* Discuss changes to make for February or choose to maintain current hours/procedures: The library board decided to maintain current hours and procedures.
* MCPL Task force update: Marathon County Library Board’s next meeting on the 25th will include a vote on joining the South-Central Library System. There is a petition that Marathon County residence can sign if they disagree with the MCPL leaving WVLS.
* Big Read: The LuCille Tack Center for the Arts asked the Abbotsford Public Library to be the main partner library in writing a grant for a “Big Read” community wide literacy event. If the grant is awarded the Big Read would take place in April 2022.
* Author Visit: The director asked the board if they thought the community would be interested in a virtual author visit. The library normally holds author visits each April in honor of National Library Week, however the library is still not holding in person programing. The board decided to wait on the author visit, either to hold off till next year to if conditions improve and later program could be held outside or in the fall.
* 2021 Holidays: Reviewed and accepted.

**Discuss Election of Officers / Reappointments:**

* Trustees up for 2021 Renewals: Dukelow, Hinrichsen
	+ The director will send a letter to City Hall informing them that Dukelow and Hinrichsen wish to remain on the library board if the City Council agrees.
* Future reappointment listings: Braun: 2022, Giffin, Bittner, Suttner: 2023
	+ Braun announced that this will be her last year. Braun is the school district representative. Bittner is a district employee and if the school district approves could become the school reprehensive.
* Officer Elections:
	+ Dukelow moved that Hinrichsen remain president, Giffin seconded, motion passed.
	+ Giffin moved that Suttner become vice president, Dukelow seconded, motion passed.
	+ Braun moved that Giffin remain treasurer, Suttner seconded, motion passed.

**New Business**

* Discuss changes to make for March or choose to maintain current hours/procedures. Board decided to stay at current hours/procedures.
* MCPL update: On January 25, The MCPL Board of Trustees voting (4-3) to leave WVLS and join the South Central Library System. The recommendation moves to the Marathon County Extension, Education and Economic Development Committee for further study. WI Statute 43.18 outlines the process for a county withdrawing from a library system. The earliest date Marathon County could withdraw is January 2022, following adoption by 2/3 vote of a resolution by the Marathon County Board of Supervisors at least 6 months prior to the close of the system’s fiscal year. WVLS and its six counties can still exist as a library system, without Marathon County, however WVLS would lose $375,000, approximately 40% of its state aid. WVLS is considering what cuts it may need to be made but has not yet made a final determination. Two possible service reductions include the elimination of databases for library patrons (Gale Courses, Ancestry) and fewer consulting services member library colleagues rely on. If patrons ask, “How can I help?”, let them know that a public hearing on the issue will be conducted by the Marathon County Extension, Education and Economic Development Committee. A date for that hearing has not yet been set. Marathon County residents can also contact their representative on the Marathon County Board of Supervisors to express concern.
* Big Read Update: LuCille Tack Center for the Arts asked that the Abbotsford Public Library be their partnership library in a grant they are writing for a Big Read Community Program. The NEA Big Read annually provides support to selected nonprofit organizations around the country to host dynamic community-wide reading programs, each designed around a single NEA Big Read selection. The book selected would be “House on Mango Street. If the grant is given the Big Read Event would be scheduled for the month of April 2022. Marshfield Library and possibly Colby Library would also participate in the event if grant is given. Notice of grant status will be April 2021.
* Safety Day: First the library will not hold in-person Safety Day program. The board decided that we will not solicit area businesses for donations for Safety Day Books, as the library has books from last year that were not giving out. The Director will contact the school to see about distributing the books to the current fifth year class.
* Baker and Taylor Sustainable Shelves is a new service, powered by Baker & Taylor, that helps libraries responsibly remove weeded or unwanted books from their collections. Baker & Taylor will pick-up weeded books at no cost. First the library staff collects the books that will be sent in, scan the isbn numbers and send the list to Baker & Taylor, sort the books as directed by Baker & Taylor, and notify them when we are ready for pick-up. This will be time consuming project, however it will help remove books that will no be likely to sell in a book sale (The back storage room is FULL). If books are deemed sellable by Baker & Taylor the library will receive a small portion of the profit, however, as Abbotsford intends to save our better old/weeded/donated books for an annual book sale, most of the books Abbotsford sends in will be recycled and used to create new books.
* Outdoor programs: The director would like to try outdoor movie showings and plans to hold a largely outdoor summer reading program. There was a donation given by the Shortner Trust that could be used to purchase materials to help with outdoor programing. The director was considering an outdoor projector screen, outdoor stackable seating, and boundary markers. Huther though the Abbotsford City Hall owns boundary markers that they would let the library use: confirmed. The Board advised the director to use a white sheet against the outside wall as a test run before purchasing a screen. The also advised that a shade covering would be of greater need than seating as the paving stones outside the library can become very hot in the summer. The director will provide a list of possible shade options at the next meeting. Seating can be provided with the public room chairs and patrons can be advised to bring their own lawn chairs.

**Public Library Annual Report:** The board reviewed the 2020 annual report, Bittner request a change in address. Report approved.

**Statement Concerning Public Library System Effectiveness:** Board is satisfied with WVLS’s system effectiveness.

**Treasurer’s Report**: 6% of budget spent, total=$8,125.24 of $135,018.97 motion to approve by Braun/Dukelow, passed.

**Circulation Report:**

* Total Circulation: Jan. 2021: 1499

Jan. 2020: 2,500 2019: 2,674 Jan 2018: 2,238 Last month: 2,229 Jan 2016: 2,126 Jan 2015: 2011 Jan 2014: 1855

Circulation Break-down: Nov

 Books: 644, DVD: 252, Spoken Record: 44, Large Print: 32, Magazines: 34, Other: 30

Circulation Break-down: Dec

 Books: 715, DVD: 163, Spoken Record: 35, Large Print: 33, Magazines: 44, Other: 26

**Other Usage Report:**

* Wireless Sessions: Jan: 269 Dec: 256 Nov: 360 Oct: 325 Sept: 473 Aug: 459 July: 490 June: 331 May: 327 April: 253 March: 286 Feb: 193 Jan: 219
* Overdrive E-material Checkout: Jan: 229 Dec: 201 Nov: 187 Oct: 207 Sept: 211 Aug: 213 July: 250 June: 243 May: 237 April:286 March: 239 Feb: 185 Jan: 173
* Website Visits: Jan: 204 Dec: 217 Nov: 166 Oct: 220 Sept: 195 Aug: 221 July: 222 June: 256 May: 276 April: 443 March: 394 Feb.: 175
* Public Computer Uses in Jan: 82 Dec: 100 Nov: 100 Oct: 85 Sept: 100 Aug: 99

**Monthly Reference:**

Jan.:43

**Patron Count:**

Jan. 2021: 372 Jan. 2020: 714 Jan. 2019: 907 2018 Jan: 1019 Jan 2017: 1071 Jan: 2016: 1473 **Policy Review:**

**WVLS report:** The following libraries have completed the transition to uniform checkout periods: Loyal, Rib Lake, Abbotsford. Antigo and Three Lakes are scheduled for February and Greenwood is up next. V-Cat Council voted to pursue a partial invoice for Ebsco Discovery Service to cover March - June 2021 and postpone selection of a discovery layer until the June V-Cat meeting.

**Policy Review:** Bylaws: hold for short meeting.

**Director Report**

* Last Month Program Count:

 Jan: Monthly Program total: 13 programs, 232 attendance

* Future Programs: (See handout) Take-n-Makes, Take-n-Play Valentine Bingo, Blind Date
* Board decided that family movie nights should still be placed on hold. The board brainstormed and came up with the idea of Movie grab bags, these would include a selection of movies, popcorn, and treats from last years Easter eggs.
* There will be no Easter egg hunt planed for 2021.

**Staffing/Operating Issues**

 The back workroom can be noticeably cooler than the front of the library. The director will bring the issue up with Craig Stuttgen. Update: fixed.

 The Grandfather Clock has stopped working (cleaned 1 ½ year ago). The director will bring in a level before making calls for recommendations/quotes on fixing the clock.

**Next meeting:**

Wed. March 17th at 5:00pm

**Adjourn:** 5:53 pm Giffin/Bittner, passed

