**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

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

REGULAR MONTHLY MEETING: Meeting called to order Jan. 20th, 2021 / 5:00 PM / Public Room and via Google meet

ATTENDEES:

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

Members absent:

**Call to order: 4:58 pm**

**Reading of the minutes from previous meeting:** Read and approved. Sutter/Giffin

**Public Comment**

**Old Business**

* Forward Financial: The City of Abbotsford is in the process of separating co-mingled bank accounts. The library has an account with Forward Financial; there was slight confusion when an inquiry to verify the separation of the Forward Account referenced the money amount found in a joint Abby Bank account. Lucas Dorn, accountant, attended the board meeting via google meet to clarify the situation. The library’s account at Forward Bank is listed as “City of Abbotsford: Abbotsford Library Board” and has $40,461.76 in it, this is funds set aside for building related capital expenditures. The Library funds funneled through Abby Bank correlate with the library’s operating budget. These are the funds used to pay payroll and other monthly library expenditures. The library funds in the Abby Bank should be considered a “snapshot in time”. Dorn advised in the future to ask for a monthly report of this account each month.
* MCPL Task force update: Vote in Dec. <https://www.mcpl.us/sites/default/files/attachments/mcpl_task_force_library_system_inquiry_packet_2020-11.pdf>
* Clark County Board
  + Still seeking volunteer
  + List of duties/qualifications
    - Does not have to be a board member, just a library patron who lives in Clark County.
    - Listen to reports from WVLS and VCAT.
    - Vote and okay a budget.
    - 1-2 hours long meetings, usually meetings start at 6:30 pm.
    - Represent the libraries in special situations.
    - Small stipend for mileage if needed.
    - 3 year term.
* Abbotsford Library Board
  + As state statues indicate that a city council representative can be appointed but is not required, the board requested the director discuss with the city the possibility of the city council rep being present at the meetings but not a voting member. If the change is approved, the director will make changes to the library bylaws.
* Holiday Program: Dec. 2nd at 6:30 pm, Facebook Live
* Savings account for Retirement: Lou Luedtke would like to verify that the Retirement Buyout should be set up in its own saving’s account. Board Approves.
* Discuss changes to make for December or choose to maintain current hours/procedures. Board decision is to stay at current hours/procedures.
* Abbotsford Library Board: Director reported, to board members after advisement from both the City Administrator and the Director of WVLS, that having the city council representative being a non-voting member is not a decision the Library Board has the power to make. State Statues state that the municipal mayor appoints members with the approval of the City Council. Nina Writz has stated her willingness to step down from the Library Board with the intention of looking into starting a Friends of the Library group.

**New 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.
  + Memorial Day Monday, May 31, 2021: Closed
  + Independence Day Sunday, Jul 4, 2021: Closed
  + Festival Saturday unknow: Closed
  + Labor Day, Monday, Sep 6, 2021: Closed
  + Thanksgiving Thursday, Nov 25, 2021: Closed
  + Black Friday Friday, Nov 26, 2021 Closed (City Hall Closed- waiting on vote)
  + Christmas Eve Friday, Dec 24, 2021: Half Day: 10-2 (City Hall Closed)
  + Christmas Day Saturday, Dec 25, 2021: Closed
  + New Year's Eve Friday, Dec 31, 2021: Half Day: 10-2 (City Hall Closed at 5pm)
  + New Year’s Day Saturday, Jan 1, 2022: Closed

**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.

**Treasurer’s Report**: $129,712.23 spent

**Circulation Report:**

* Total Circulation:

*Nov.2020: 1619 Dec. 2020: 1695*

* Nov. 2019: 1914 Nov. 2018: 2518 Nov. 2017: 2,399 Nov 2016: 2,427 Nov. 2015: 1948 Nov. 2014: 1948
* Dec. 2019: 2037 Dec 2018: 2,478 Dec 2017: 2,229 Dec 2016: 2,273 Dec 2015:1966 Dec 2014: 1954

Circulation Break-down: Nov

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

Circulation Break-down: Dec

Books: 611, DVD: 196, Spoken Record: 53, Large Print: 16, Magazines: 40, Other: 36

**Other Usage Report:**

* Wireless Sessions: Dec: 256 Nov: 360 Oct: 325 Sept: 473 Aug: 459 July: 490 June: 331 May: 327 April: 253 March: 286 Feb: 193 Jan: 219 Dec: 121 Nov: 184 233 Oct: 269
* Overdrive E-material Checkout: Dec: 201 Nov: 187 Oct: 207 Sept: 211 Aug: 213 July: 250 June: 243 May: 237 April:286 March: 239 Feb: 185 Jan: 173 Dec:177 Nov: n/a Oct: 242
* Website Visits: 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 Dec: 100 Nov: 100 Oct: 85 Sept: 100 Aug: 99

**Monthly Reference:**

Dec.:51 Nov.: 40

**Patron Count:**

Nov.2020: 448 2019: 866 2018: 934 2017: 950

Dec.2020: 488 2019: 1208 2018: 1090 2017: 958**Policy Review:**

Bylaws: hold for Feb. meeting

**WVLS report:** Next meeting is in February 4th.

**Policy Review:** Review in February

**Director Report**

* Last Month Program Count:

Nov: Monthly Program total: 14 programs, 258 attendance

Dec: Monthly Program total: 14 programs, 331 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.

**Next meeting:**

Wed. Feb. 10th at 5:00pm: Due to religious scheduling confects that could result in not meeting quorum, the meeting was moved from its normally scheduled time.

**Adjourn:** 5:48 pm Giffin/Dukelow

