

La Crescent Public Library Board Meeting

Tuesday, April 7, 2020

This meeting is taking place using Zoom as our platform during social distancing order.

PRESENT: Sarah Riess, Lisa Docken, Robin Yeshe (chat) Tina Ryan, Teresa O'Donnell - City Council Rep

OTHERS PRESENT: Kayce Gentry, Library Director;,, Kristen - Library Assistant, Jim Nissen (chat), SELCO Rep., Kathie Rozovics-FOL

ABSENT: Logan Colby

Call to order at 6:18 pm

Amendments – Strategic Plan is on the agenda - might need to be tabled until June.

APPROVAL OF MINUTES – Sarah Riess - accepted secretary position, Motion to approve - Teresa, Second - Lisa - Motions passes.

COUNCIL COMMENTS – Teresa - Everybody is influx. Bill and Debbie at City Hall - conversations. Appreciate that Kayce is syncing up city hall and library employees. Council meeting will be by conference call. Only covering essential business. Nothing new to report. Really impressed by how hard everyone is working - city staff/police, etc.

FRIENDS OF LIBRARY - Kathie - next meeting - April 20. Not much to report - not sure how they will conduct. Membership meeting - October 19. Annual meeting will be in February - This will go out in the August newsletter.

No accounting report - did agree to help out with DVD carousel.

Valentine's Chocolate - \$1,550 - up from \$600 in 2017. Long line to get in.

Rose raffle - \$67 by Judy Brennan

Kohl's workers helped - will be another \$500 eventually.

Wondering if Mikey Ryan's list serve helped.

Book sale - March one day - quite busy - people stocking up. \$400 since last time.

FINANCIAL REPORT -

3 sets - purple highlight - complete financial records from 2019

Pretty consistent with other year.

Severance pay - \$16,700 to LaVonne for her retirement.

Contributions -\$18,200 mostly Friends and other - new record compared to other years.

We did come in \$13,300 over budget.

Yellow highlight: Fund Balance

15 - owed \$45,000 - \$35,000

16 - owed \$18,000

17 - overspent - \$25,000 debt to city

18 - overspent by \$14,000. \$39,000 debt to city

19 - overspent by \$13,000. \$52,000 debt to city

We have to pay interest on that. 2019 - \$900. This year \$1200 possibly.

Think under budget this year - only over budget because of severance.

This year - going to be a huge change in staffing costs. LaVonne was at top of salary range. Kayce will be paid lower. Kayce - ½ as much in benefits since she has own insurance. Saving \$800/month for benefits.

Unless something awful happens - believes we might come in \$5000-10,000 under.

No highlight

What we have spent so far this year - January and February vs. budget.

Books and periodicals subscriptions come due in January. Depend on donations to help with this line.

DIRECTORS REPORT

January and February - Bad Art Night and Lego Party - were successful. Wendy Webb willing to do a tour in the fall per ability. March 16 - last day for programming in library. Open - no programming. March 18 - closed to public as city hall did at end of day. Kayce and Kristin worked in the building. Stay at home order - Kristin from home. Kayce home - stop in a couple of times a week.

Closure - Kristin - virtual story time, contingency library card - via e-mail for just digital materials. Not a ton of response.

Additional free library box outside the front door of library.

Calls with SELCO or statewide library boards - ideas.

Are more people using Libby/Overdrive? Huge uptick in SELCO - system wide - moved to direct \$10,000 to purchase more audio books.

Some Publishers - waiving limitations

Trying to promote other resources - directing people to Project Guttenberg - all volunteer - post e audio book - download for free.

Book Drop?? It is open - Kayce empties it when she comes in. Since Kayce is only one touching currently -washing before and after she touches them.

Part time staff - Only work for Kristen and Kayce at home.

Jen, Judy, Kirsten - here to work desk and shelf books - non-essential - work can't be completed at home - on leave with pay. Not everyone works 20 hours/week to be eligible for sick pay. Not want to punish - Not losing revenue because of this.

OLD BUSINESS -

9.1 - Strategic Plan - SELCO strategic planning process. Next step would be to design a community survey.

What questions and how many?

How to deliver to people?

How much time for them to respond?

Best way - put survey in a bill from City Hall

Hand out at schools/library - people would be missed.

Talk with Angie or Terri Erickson at City Hall - City Branding turn out - survey monkey - multiple approaches, online, facebook, etc. Printed copies - senior dining, Springbrook, Churches.

Tabled until June meeting - Look at resources provided and think about these.

Could Kayce and Kristen work on a draft for a survey to bring to us in June.

9.2 - DVD Spinner Shelf

Carpenter - David - End of this week or early next week. It will be done.

What is the best way to pay him? \$1200. Set aside \$400 for it. Kara at city hall - draft check - Wait for Friends to approve April 20 for reimbursement.

Final balance due on installation.

NEW BUSINESS

10.1 - Plans for Stay-at-Home Order -

Will it be extended? Scheduled to end on Friday, April 10.

If extended - keep doing what we are doing. Keep up on Facebook / e-mail and phone support.

When it expires - Variation on curbside delivery. Week to pilot - 3 days - M,W, F. Atrium between 2 sets of doors - patrons want to engage. Set up - call in - can only offer our materials. Talk to Kristen or Kayce - library card # - check books out. Pick up time. Won't allow groups having same pick up time. Staggered pick up times - every 10 minutes. 5 minutes before. Put in grocery bag with post it note - name. Inside doors would be locked - only outer doors would be unlocked.

When materials come back -

Under the most ideal circumstances.

paper - live 24 hours.

plastic - live 72 hours

Realistically - cough directly on paper - 24 hours - later- lick the front cover.

Rate of transmission - CDC - not found any cases with this way.

Return - book drop - wear gloves - take out in morning- grocery bag in backroom for 2 days. quarantine - Then reshelve.

Books - DVD's - puzzles - materials in our building

Idea to put plastic shelves in vestibule - could wipe down.

Facebook, website, and signs out front. - LaCrescent Together Facebook Page

Wonder if Quillins might be able to donate paper bags.

Motion - Sarah - Second - Teresa - Motion passes.

10.2 – Annual Report - Submitted draft version - if board has any changes - do an amendment later. Still subject to our approval.

Visits - might be counted differently between Kayce and LaVonne.

Kayce - tracked only door counter - any day it was unplugged -zero visits - average number of visitors per day added in for that day.

We do have door counter - how many people go in and out - not the greatest.

Sometimes get unplugged - not know.

Winona - 118,000. 40% of that were our visits.

Computer use is up- wireless sessions went up dramatically.

Circ. and children's held steady.

Digital went up a little bit.

Website visits - 67,000

of volunteer hours - 850 - up from under 600. Best volunteers here.

Pushing for adding - attendance at digital programs. Virtual IP addresses

Facebook - Dino video - 1600 views from 700 IP devices.

Motion to approve - Logan, Second - Sarah - Motion passes

10.3 – Resolution 157 - 2-11-157 - \$300 into 211-36230 - from Roland Reider - increase the programming budget 211-45500-220

Motion - Robin - Second - Logan - Motion Passes

Tina will sign at a later date.

10.4 - Summer Reading - How do we provide a worthwhile summer reading program in keeping safety in mind.

Can keep some form of summer reading log - passport is out this year - return to BINGO format or something like that. Physical one that they can come and get and offering a log online, also. Found 5 so far. Checking on cost. Summer reading budget is very low.

Event planning and programming - Digital services - virtual programming.

Beanstack was awesome! -membership for year. Fundraiser to help. Stay at home and read ball - donate money that you would spend on meal.

Possibly kits to go home that families could take home and do the craft project.

Hearts for library windows. - Kayce will put a post out.

Can keep us informed through e-mail. If meeting virtually, have to post the meeting at least 3 full business days ahead of time.

Next meeting – Tuesday, June 2, 2020 6:15??

Motion made to adjourn meeting at 7:40 pm

Respectfully submitted by Sarah Riess, secretary