

WAUTOMA PUBLIC LIBRARY MEETING MINUTES

January 11, 2022

The meeting was called to order by Hannah Klusmeyer at 4:30 p.m. Present: Wendy Appel, Debbie Buchholz, Heidi Hensel-Buntrock, Pat King, Cynthia Loa, Jon Schweder, Helena Waala. Also present, Hannah Klusmeyer.

Danielle Castner joined via Zoom at 4:33 p.m.

Verification of Public Notice, Approval of Agenda

Hannah confirmed the agenda was posted outside the library and at City Hall.

Motion by Waala, second by Buchholz to approve the agenda. Motion carried.

Election of Officers

Current Officers are: President – Wendy Appel, Vice President – Helena Waala, Secretary – Heidi Hensel-Buntrock, Treasurer – Danielle Castner. Motion by Buchholz and second by King to cast a unanimous ballot for current officers to remain in place for 2022. Motion carried.

2022 Committee Appointments

Fundraising – Debbie Buchholz, Heidi Hensel-Buntrock, Cynthia Loa

Historical – Debbie Buchholz, Pat King

Personnel – Pat King, Cynthia Loa, Jon Schweder

Policy – Helena Waala, Danielle Castner

Technology – Danielle Castner, Jon Schweder

Strategic Planning – John Schweder, Helena Waala

Motion by Waala and second by Buchholz to keep the committee appointments the same as 2021. Motion carried.

Public Comments & Minutes Approval

No public comments.

Motion by Schweder and second by Buchholz to approve the December 14, 2021, minutes. Motion carried.

Librarian's Report

- Circulation for December 2021 was 4,901, Overdrive had 742 checkouts, Hoopla had 121 circs, Pharos Computer Sessions 123, 7 new patrons.
- **December Activities:** Thursday Book Club – 11; Wednesday Book Club – 7; Storytime: Dec. 15 – 6 youth, 4 adults; Jan. 5 – 2 youth, 1 adult. Take & Makes: Snowflake for Youth and Icicle for Teens; Game Day – 3; Kid's Ornament Workshop: 2 youth adults; 14 youth; Max's Dungeons and Dragons Program – 7.
- Upcoming activities include January 25 – Library Digital Services Class; January 27 – Cathy Favelle Stress Reducing Workshop; February 14 – Library Cooking Class; February 22 – Presidential Presentation.

- **Meetings, etc.:** WTEC January 14; Annual Meeting January 18; LAC in Coloma February 1.
- **Library Space Updates:** Painting of the library interior will begin in February. Winnefox is partnering with 3 other library systems on the ARPA grant. Each library was given \$3,000 to spend on items. We were able to get 12 chairs and a small charging station through the grant. The balance of the furniture will come through WCTS. Hannah is working with Pete on another ARPA grant with 2 quotes coming from local electricians for 2 additional internet ports to improve wireless experience.
- **Advertising:** Argus coloring book, basket donation at Stainbrook benefit.
- **Strategic Planning:** The goal for our strategic planning process is to gain deeper, proactive community engagement to reach library non-users and to allocate resources to meet the community's needs. The community survey will run for a duration of 3-4 weeks with weekly drawing incentive for people who complete the survey.
- **Maker Kits:** Five kits have been added to the library collection for checkout.
- **Wee Play:** Unstructured monthly get together for parents with small children with be offered.
- **Possible Middle Grade Book Club:** Currently in process, will be led by Becky.
- **Donation:** The Friends received an anonymous donation of \$10,000.

Treasurer's Report

Motion by Buchholz and second by Waala to approve the December 2021 Treasurer Report.
Motion carried.

Financial Report

Motion by Buchholz and second by Schweder to approve the December bills. Motion carried.

Committee Reports

Historical – Historical books have been purchased from the Jones Fund.

Personnel – No report.

Policy – No report.

Technology – New computer for patrons to use in the library.

Fundraising – No report.

Scholarship – No report.

Strategic Planning – The survey will be discussed in New Business.

Old Business - None

New Business

Hannah presented a copy of the Community Survey. It will be available shortly and will be available for 3-4 weeks.

The Trustee Essentials training included job description review.

Motion by Buchholz, second by Loa to adjourn at 5:07 p.m.

The next meeting will be Tuesday, February 8th at 4:30 p.m.

Heidi Hensel-Buntrock, Secretary