

WAUTOMA PUBLIC LIBRARY MEETING MINUTES

February 8, 2022

The meeting was called to order by President Wendy Appel 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 arrived at 4:45 p.m.

Public Comments

A concerned citizen spoke on behalf of another patron regarding a letter on past due material/collections that the patron had received; the Overdue Materials Policy was shared with the citizen.

Verification of Public Notice, Approval of Agenda

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

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

Minutes Approval

Motion by Buchholz, second by Waala to approve the January 11, 2022 minutes. Motion carried.

Librarian's Report

Circulation for January 2022 was 4,644, Overdrive had 814 checkouts, Hoopla had 146 circs, Pharos Computer Sessions 152, 15 new patrons

January Activities: Wednesday Book Club – 6; Thursday Book Club – 6; Facebook Book Club; 5 - Dec & 7 – Jan; Storytime: Jan. 5 – 3; Jan. 12 – 3; Jan. 19 – 7; Take & Makes For Youth: Snowflake - 15; Cardinal – 11; Take & Makes For Teens: Icicle – 6; Owl – 11; Take & Makes For Adults: Felt Ornament – 48; Self Directed Activities: Snowflake Hunt – 29 Youth; Library Digital Services – 2; Stress Reducing Workshop – 16; Wee Play – 16 ; TWRP – Jan. 4 – 9; Jan. 11 – 9; Jan. 25 – 11.

Upcoming activities include: Feb. 14 – Library Cooking Class; Feb. 19 – Wee Play; Feb. 22 – Presidential Presentation; March 15 – Electronic Resources Workshop; March 22 – Cooking With Librarians; March 26 – Wee Play.

Meetings, etc.: WTEC January 14 – DVDs are now checked out on Teacher Cards for 1 week; updates to the Winnefox catalog coming; Overdrive App is being discontinued with switch to Libby. Annual Meeting January 18: Winnefox will reimburse up to \$200 for printing; Creative Studios is being paid for by Winnefox; Infrastructure Grant available for library building repairs; cookbooks are the most popular non-fiction subject; LAC – looking to add Wonderbooks to the ABC rotation and revamping/increasing the large print rotation titles. Information was also shared on how to back up files. Annual report was discussed.

Library Space Updates: The water fountains were removed in the Children's Room. Paint is being purchased and Ace will be donating 5 gallons.

Strategic Planning: 75 surveys have been completed, however no 'never' users have been completed. The survey will be open until Feb. 20.

Treasurer's Report

Motion by Buchholz and second by Schweder to approve the January 2022 Treasurer Report. Motion carried.

Financial Report

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

Committee Reports

Historical – No report.

Personnel – No report.

Policy – The Fax Policy will be reviewed in New Business.

Technology – No report.

Fundraising – No report.

Scholarship – No report.

Strategic Planning – The library survey is in process.

Old Business - None

New Business

The 2021 annual report was presented. Motion by King and second by Schweder to approve the 2021 annual report. Motion carried.

Discussion on Fax Policy. Motion by King and second by Loa to accept the Policy Committee's recommending to add \$1 donation per page. Motion carried.

Discussion on adding 'Library Parking Only' signs and an additional Handicap Parking space. This will be revisited at the March 2022 Library Meeting.

The Trustee Essentials training included job description review.

Motion by Waala, second by Buchholz to adjourn at 5:24 p.m.

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

Heidi Hensel-Buntrock, Secretary