

W.J. Niederkorn Library  
Library Board Meeting  
Minutes  
Friday, January 21, 2022, 8:30 AM  
W.J. Niederkorn Library Quiet Room

1. Roll call: Justin Ritter, Joanna Bannon, Pat Tearney, and Hannah Cassidy. Also attending: Library Director Tom Carson, Assistant Library Director Rosalia Slawson, and President of the Friends of the Library Kathleen Schilz. Not present: Niki Nelson and Tom Hudson.

Meeting was called to order at 8:39am by Board President Justin Ritter

2. Correspondence: None.

3. Public comment: None.

4. Approval of minutes: Tearney made a motion to accept the December 2021 minutes, Bannon seconded. Passed.

5. Approval of Schedule of Invoices and Revenue & Expense Report: Ritter asks if we're going to be combining these. Carson said we will next month when the City gets new account numbers. We will be over for 2021; City Administrator knows. In February we'll know final numbers. Bannon made a motion to accept the December Schedule of Invoices and Revenue & Expense Reports, Tearney seconded. Passed.

6. Library Board meeting times: Goal is to discuss and decide.

- Nelson and Hudson prefer the Friday 8:30am time.
- Tearney talked with Alderperson Pleitner, and Pleitner is concerned we don't have good representation of younger people on our Library Board – people who may work outside of the city.
- Carson proposes a Monday evening at 6pm time. Probably works for everyone? May be some conflicts.
- Tearney asks if we're preventing the Mayor from appointing another Board member based on the current time. What about Zoom attendance – is that possible? Special meeting times to meet different days a few times a year?
- Carson says we'll vote on it next meeting. Please look at your schedules. We'll have a lot to cover this year with strategic planning.
- Tearney requests that for the Board members not in attendance (and all Board members) that they are asked if the 3<sup>rd</sup> Monday of the month at 6pm will work for them.
- Ritter apologizes for not sending out a Doodle poll sooner.

7. Approve Holiday Closings: Tearney moves to approve the holiday closing schedule for 2022. Bannon seconded. Passed.

8. Review Display Case Policy: Vote on the updated policy next month. Main change was removing bulletin board options in Children's Library and Community Room.

9. Usage Statistics: Carson states we've seen an increase in usage from non-librarians compared to 2020, so we'll see a higher reimbursement check. We're not back to pre-COVID numbers yet. Tearney asked if there was

an increase in digital resources during COVID; answer is yes. Carson will work with Slawson to have our 2021 Annual Report done soon; we'll get big posters of the Infographic again to put up in the library.

10. Director's Report: Public Services Librarian Katie Miles had her baby. Carson and Tearney are serving on the City's Strategic Planning Workgroup. The Friends of the Library have a new partnership with Sharehouse Goods, an online vendor. This will help increase the Friends' revenue, which in turn helps us. There is a sculpture by local artist Joe Boblick outside of our lower level doors; the goal is to help raise awareness about people experiencing homelessness.

- Tearney asked if there are guidelines for material donations to the library. Yes and no – the library standards are different than the Friends' ones (what we will choose to add to the library collection vs. what the Friends are able to sell in their Used Book Sale/through online vendors).
- Carson previously asked Mayor Neitzke about the connection the Mayor said he had for helping us get a van. We will need to think of some different options. We may use \$5,000 of donation funds for it. The ARPA grant is for \$27,000, so we could add funds to this to get a bigger van – a great opportunity. Next meeting Carson will hopefully have everything ready to vote on (with the van). We need to spend the grant funds by June 2022.
- We're not offering tax assistance with AARP this year. It is available in Cedarburg only. There are not enough volunteers, and the volunteer process has gotten even more complex.
- Tearney said he utilized a film through our streaming platform Kanopy recently, and it was a good experience.

11. Adjournment at 9:15am with a motion by Tearney. Passed.

Minutes respectfully submitted by Rosalia Slawson, Assistant Library Director