

W.J. Niederkorn Library  
Library Board Meeting  
Minutes  
Friday, February 19, 2021, 8:30 AM  
W.J. Niederkorn Library Community Room

1. Roll call: Justin Ritter, Pat Tearney, Dr. Michael Weber, Shelly Kichura, Karen Vollmar. Excused: Kay Goodwin and Tom Hudson. Also attending: Library Director Tom Carson, Assistant Library Director Rosalia Slawson, and City Administrator Tony Brown.

Meeting was called to order at 9:32am by Board President Justin Ritter.

2. Correspondence – Marie Zirbes has resigned from the Library Board. Shelly Kichura will also be resigning in the near future because she is moving. The Library Board actually had one member too many, so only Kichura’s spot will be filled. If you know interested people, you may recommend to the Library Director who then recommends to the Mayor. Dr. Weber is retiring, and he will have a replacement for School Board representation on the Library Board.

3. No public comment.

4. Honor of Marie Zirbes for 25 years of service to the Library Board – postponed until next month.

5. Approval of minutes: Kichura made a motion to accept the December 2020 minutes, and Tearney seconded. Passed.

6. Approval of schedule of invoices: Kichura made a motion to accept the schedule of invoices for December 2020 and January 2021. Tearney seconded. Passed.

7. Approval of revenue and expense report: \$42,000 carryover from 2020 to 2021 from staff savings from time library was closed in 2020. This money should be used for capital improvements. City did receive reimbursement for time we were closed/staff pay. Tearney made a motion to accept the revenue and expense report for December 2020 and January 2021. Dr. Weber seconded. Passed.

8. Motion to go into closed session according to Wisconsin state statute 19.85 (1)(C) to discuss employment, promotion, compensation, or employee evaluation of any public employee over which the government body has jurisdiction or exercises responsibility. Motion to go into closed session made by Dr. Weber. Seconded by Kichura. Passed. Motion to go back into open session made by Tearney, seconded by Dr. Weber. Passed.

9. Approval of Library Director’s pay and benefits for 2021. Dr. Weber moved to approve. Tearney seconded. Passed.

10. Approve state library report 2020. Report for the Department of Public Instruction (DPI). Monarch Library System staff looked it over. Dr. Weber made a motion to approve, and Kichura seconded. Passed.

11. Review of Educator Library Card Policy. Carson will send a copy of this to the board to review. He will also send a Streaming Policy, applying to those under age 18.

12. Monarch Library System Annual Report – infographic style. Carson states that there is a web-based change coming with our Integrated Library System (ILS). It will save the library system money. The

Monarch Library System Director is encouraging it. Library staff training will be provided. Ritter questioned whether we will need to replace self check-outs and terminals in our library. Answer: no.

13. Use of donation money 2021. Carson found out we have no restrictions for use of Arnold Guenther Trust Fund. We have \$14,000 in the last year we did not spend. Carson wanted to be wait and be careful because of COVID uncertainties. We are spending \$3,000 of these funds on the new streaming platform, Kanopy. Dr. Weber suggests we create a policy for who/how we decide on these donation expenditures. It is important that it is not only one person deciding (for protection for all sides). Carson will work on a policy. Carson has an email in with the City Attorney to see if we can use donation money toward starting the Library Foundation. Tearney asked about Foundation progress. Carson said we need \$100,000 and currently have \$108,000 but would like to have a small cushion for other projects and programming. Carson would like to order the software, LibraryAware, soon to get a good deal on it (\$1,035). It is a library-focused marketing and email platform that would allow library staff to send email updates to patrons.

14. Staff meeting report. The library is trying to open on Saturdays in the first or second weekend in March. The outer book drop is now open 24/7 again.

15. Usage statistics were shared.

16. Director's report was shared. Carson received the first draft of the feasibility study. It is a very large document, so he will have to upload it somewhere and then send the Library Board the link. The Board should review it and prepare to discuss it at the next meeting. Carson summarized that the report says if we want to be a modern, relevant library, we cannot do it in this building. Libraries Step Up Campaign is happening during February 2021 - encouraging patrons to fill out a postcard saying why they love the library and how libraries really stepped up during the pandemic to serve their communities. The library will pay for the postage to mail these postcards to legislators as an advocacy campaign for the library.

17. Adjournment was at 9:26am with a motion by Tearney, seconded by Dr. Weber. Passed.

Minutes respectfully submitted by Rosalia Slawson, Assistant Library Director