

Altoona Library Board Meeting Agenda
Wednesday, September 16, 2020
9:00 a.m.

THE MEETING WILL BE HELD ON ZOOM TELECONFERENCE / VIDEO CONFERENCE. DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE LIBRARY BOARD MEETING VIA THE APPLICATION ZOOM UNTIL FURTHER NOTICE.

ZOOM PUBLIC MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

CALL IN PHONE NUMBER: + 1 312 626 6799

MEETING ID: 840 9097 9036

PASSWORD: 617408

1. Call Meeting to Order
2. Roll call for Library Board
3. Election of Officers
4. Approval of July, 2020 Minutes
5. Public Comments
6. President's report
7. Approval of July and August, 2020 expenses and financials
8. Librarian's report
9. Discuss/consider 2021 budget
10. Schedule next meeting & items for the agenda
11. Adjourn

Future Reference:

May: Election of Officers

Sept: Library Director Evaluation

November: Long range goal review

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Library Director at 839-5029 with as much advance notice as possible.

Altoona Library Board Minutes

Wednesday, July 15, 2020 9:00 a.m.

Roll Call: Meeting called to order at 9:00 a.m. Board members present via Zoom: Liz Snyder, Liz Kaetterhenry, Brenda Schlafer, Sheila Presler, Deb Swan, and Melinda Smith. Sue Rowe was excused. Also present was Library Director Alyson Jones.

Approval of Minutes: Motion made by Kaetterhenry to approve minutes of the June 17, 2020 meeting and the June 24, 2020 meeting, 2nd by Swan. **Motion carried.**

Public Comments: None.

President's Report: The Library Director evaluation is due in September. Snyder will be sending out (via email/USPS per preference) the evaluation form and board members should return the completed forms via mail to Snyder.

Approval of Expenses: Motion made by Schlafer to approve the June, 2020 expenses and financials, 2nd by Presler. Snyder-yes; Swan-yes; Presler-yes; Kaetterhenry-yes; Smith-yes; Schlafer-yes. **Motion carried.**

Librarian's Report:

COVID-19 workload/staff activities: Alyson is attending Zoom Department Head meetings once a week and is still doing once a week Zoom meetings with other IFLS directors. Alyson has projected out a modified PT library staff schedule through the first week of September to accommodate Curbside Pickups and Library by Appointment. Alyson's schedule will be Tuesday through Saturday so that she is present for the Friday-Saturday Library by Appointment rollout in case problems or issues arise.

Curbside Pickup Service: Last week the library had its busiest Curbside Pickup week to date, with the busiest one-day record for pickups (89) on Tuesday, 7/7. The schedule now runs Monday 10:00-1:00, Tuesday-Thursday 10:00-4:00. Alyson's tentative plan is to continue with Curbside Pickup while the weather is on our side. We may want to start considering setting a date (October 1?) to finish. We don't know what the public health situation will be at that time, but we do know that winter in Wisconsin will come sooner or later. We may want to consider some version of lobby pickup in winter in case the COVID-19 situation gets worse again.

COVID-19 Library by Appointment: One week (two days, actually) of Library by Appointment is in the books. The schedule is Friday-Saturday, 10:00-5:00 (last appointment available at 4:00). There are a maximum of 10 appointments available

per hour, and six hours of appointments available per day. Each person, if in a group, needs their own appointment (i.e. a mom and her two kids = 3 browsing appointments). Drop-in patrons are told that they need to set up an appointment and may come back at the next available appointment slot. Both days were at about 50% capacity. We have good signage and will tweak as we go. Some things we've learned so far:

- Most Browsing appointments were for people who originally called to set up a Curbside Pickup appointment and were willing to pick up items in person instead, so they tended only to stay a few minutes. People who signed up for Tech Services appointments tended to stay for their full allotment. We'll see if that trend continues as word gets out and people call to deliberately book Browsing appointments. Patrons are alerted via microphone announcement when 10 minutes remain. Staff sanitize all high traffic areas after each appointment so they are clean for the next round of appointments. The time frames seem to be working well. No appointment is needed for returns. A lidded bin is located in the lobby for returns.

- Every person who made an appointment was told that we strongly encourage the wearing of masks, and that free masks are available upon request. About 10% of attendees did not wear a mask.

- Patrons were also reminded that all toys, games, etc. in the children's area are gone.

- As with Curbside, the overwhelming majority of attendees were polite, eager to follow rules, and happy to be back in the library.

2020 Summer Reading Program: There are 277 SRP registrants. There were 775 registrants during all of last summer, so we are at approximately 1/3 the registration number from last year.

June, 2020 Circulation Statistics:

In June, 2020, our checkouts were lower than June, 2019 (2,716 vs. 11,368); we had fewer renewals (702 vs. 2,402), and our overall circulation was lower (3,418 vs. 13,770). System-wide, in 2019, we were 7th in checkouts and 7th in renewals. In 2020, we were 7th in checkouts and 6th in renewals. It's also important to compare to May, 2020, the only other full month we have been open since we restarted checkouts. June, 2020 was higher than May, 2020 checkouts (2,168 vs. 2,716); renewals were higher (62 vs. 702), and overall circ was higher (2,230 vs. 3,418).

LEPMPL

LEPMPL checkouts were lower May, 2019 to May, 2020 (10,540 vs. 58,782); its overall circulation was lower (13,296 vs. 74,057).

(Altoona's overall circulation was down to about 25% of last year's number. EC's overall circulation was down to about 18%.)

June, 2019: EC borrowed from AL=3,463 items. AL borrowed from EC=2,283 items.
(+\$2,140.96)

June, 2020: EC borrowed from AL=1,223 items. AL borrowed from EC=184 items.
(+\$3,126.95)

So, LEPMPL borrowed **more** from AL in June, 2020 vs. 2019, and AL borrowed **less** from LEPMPL.

Next board meeting: Wednesday August 12, 2020 at 9:00 a.m. via Zoom **only if necessary**. The next meeting after that is September 16, 2020 at 9:00 a.m. via Zoom.

Adjourn: Snyder motioned to adjourn, 9:57 a.m., 2nd by Swan. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Alyson Jones.