

Altoona Library Board Meeting Agenda
Wednesday, October 21, 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: 884 6205 9429

PASSWORD: 996728

1. Call Meeting to Order
2. Roll call for Library Board
3. Approval of September, 2020 and October, 2020 Special Meeting Minutes
4. Public Comments
5. President's report
6. Approval September, 2020 expenses and financials
7. Librarian's report
8. Schedule next meeting & items for the agenda
9. Adjourn

Future Reference:

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, September 16, 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, Sue Rowe, and Melinda Smith. Deb Swan was excused. Also present was Library Director Alyson Jones.

Approval of Minutes: Motion made by Smith to approve minutes of the July 15, 2020 meeting, 2nd by Snyder. **Motion carried.**

Public Comments: None.

President's Report: Alyson completed her self-evaluation. Liz and Alyson discussed the evaluation. Alyson will keep the same goals for 2021 as 2020 since dealing with COVID took up most of her time for 2020. Alyson said she would like to incorporate one of the suggestions from her evaluation into her goals moving forward: to look at ways to facilitate new services as a result of the pandemic. She thought this was a productive and proactive suggestion. Alyson and Liz will sign the official evaluation form.

Approval of Expenses: Motion made by Rowe to approve the July, 2020 and August, 2020 expenses and financials, 2nd by Presler. Snyder-yes; Rowe-yes; Presler-yes; Kaetterhenry-yes; Smith-yes; Schlafer-yes. **Motion carried.** Alyson added that the library's extra expenses due to COVID were office expenses that will most likely be reimbursed. Overall, Alyson says we are doing fine as far as expenses and the budget are going for this year. Revenue from areas such as fines, book sales, and copy and fax charges will be smaller. We will probably overspend in some categories and underspend in others (wages, travel).

Librarian's Report:

COVID-19 workload/staff activities: As of September 8, the library has converted to all library by appointment in anticipation of the onset of inclement weather and so that we could train people to get used to one schedule/set of guidelines from now until December 31 (barring unforeseen circumstances). There are three types of appointments: Grab and Go, Browsing, and Technical Services. The schedule is Monday-Wednesday-Friday-Saturday, 10:00-4:00 (last appointment available at 3:00); and Tuesday-Thursday, 1:00-7:00 (last appointment available at 6:00). We have a maximum of 4 technical services, 10 browsing, and 12 Grab and Go appointments per hour. The Grab and Go is meant to take the place of Curbside Pickup during wintery weather.

So far we have not needed all of our appointment times, especially for Technical Services. Grab and Go seems the most popular, but Alyson thinks Browsing appointments will increase. Additional phone handsets are being installed at staff stations to handle increased call volume. Alyson feels that more phones will also improve staff safety by keeping staff off each other's phones. Martha is investigating self-scheduling software can be linked to our website to allow patrons to schedule themselves for appointments. As with Curbside, the majority of attendees are polite, eager to follow rules, and happy to be back in the library.

In addition, Alyson has drafted an in-depth procedure in case staff tests positive for COVID while at work/home. The plan details what staff should do, who they should call, and includes a phone directory so numbers are readily available.

2020 Summer Reading Program: Kids: 135 kids collectively logged 1,047 days of reading. Teens: 33 teens collectively read 15,325 minutes. Adults: 59 adults collectively read 109 books and submitted 24 reviews. There were 525 challenges completed by all participants. We had 775 registrants during all of last summer, so we had approximately 30% of the registration number from last year.

Fall programming-Book Clubs: Alyson will re-implement Book Club meetings this fall with some notable changes. Participants will meet via Zoom every other month (instead of every month). We will begin in October and start with the books that we had scheduled (but missed) for the end of last season. Alyson expects attendance to be light, but better than nothing.

Library Planning Committee: In August, the Eau Claire County Board of Supervisors approved a resolution to create a Library Planning Committee. The last time such a committee met was 2012. The purpose of the Library Planning Committee would be to review the current Library Plan, the Library Services Agreement and if necessary, make recommendations for changes to those documents. The Committee consists of 11 members, including Alyson and Liz Snyder (as representative of the library and city of Altoona, respectively) with the work to be completed by the end of December, 2020.

Space Needs Analysis: The City is going to hire FGM/Ayres/MEP to provide a space needs analysis/facility assessment for eight Altoona facilities, including the library. The city wants to set goals and priorities for capital projects to meet its space needs immediately, then 5, 10, and 20 years down the road. The hired team will meet with Alyson (and all other department heads) sometime in the first two weeks of October, and present its report and findings to the City Council in December. The company will actually observe library staff working. Alyson will provide pictures to show the usual activity/patrons at the library since right now the area seems empty due to removing furniture/materials for COVID.

2021 Budget: Alyson has set up an appointment with Tina to go over anticipated library expenses for 2021. She has also e-mailed the County about the 2021 County

and Inter-Municipal Library Levy chart. She said it's "not quite ready" (as of 9/9) and that it hasn't been properly reviewed/signed off on yet. The Board will need to set up a Zoom meeting to review budget numbers between now and October 8 when Alyson presents the budget to the City Council. The Board will meet via Zoom on Wednesday October 7 to go over the 2021 budget.

August, 2020 Circulation Statistics:

In August, 2020, our checkouts were lower than August, 2019 (4,232 vs. 9,566); we had fewer renewals (1,681 vs. 2,803), and our overall circulation was lower (5,913 vs. 12,369). System-wide, in 2019, we were 7th in checkouts and 7th in renewals. In 2020, we were 7th in checkouts and 8th in renewals. Compared to July, 2020, checkouts were higher (4,078 to 4,232); renewals were higher (1,539 to 1,681), and overall circulation was higher (5,617 to 5,913).

LEPMPL

LEPMPL checkouts were lower August, 2019 to August, 2020 (20,883 vs. 58,332); its overall circulation was lower (31,018 vs. 75,073). (Altoona's overall circulation was down to 47.8% of last year's number. EC's overall circulation was down to 35.8%)

August, 2019: EC borrowed from AL=3,297 items. AL borrowed from EC=2,666 items. **+\$162.15**

August, 2020: EC borrowed from AL=1,854 items. AL borrowed from EC=641 items. **+\$3,360.81**

So, LEPMPL borrowed **less** from AL in August, 2020 vs. 2019, and AL borrowed significantly **less** from LEPMPL.

Alyson informed us that Chippewa Falls Public Library is not taking appointments. They have a gate keeper and are allowing the first 25 people in the door. Alyson will see how this works for Chippewa as taking appointments is a lot more work.

Next board meeting: Wednesday October 7, 2020 at 9:00 a.m. via Zoom to discuss the 2021 budget only. The next meeting after that is Wednesday October 21, 2020 at 9:00 a.m. via Zoom.

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

Respectfully transcribed and submitted by Brenda Schlafer and Alyson Jones.

Altoona Library Board Minutes

Wednesday, October 7, 2020 9:00 a.m.

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

2021 Budget: Alyson presented a detailed narrative report explaining revenues and expenses for the 2021 budget. The levy requested for 2021 for the library increased by 3.02% over 2020.

The Board chose not to go into closed session to discuss the budget and personnel wages.

Motion by Schlafer, 2nd by Presler to authorize Alyson to present the proposed 2021 library budget to the City Council. **Motion carried.**

Alyson will present the 2021 library budget to the City Council on October 8, 2020 at 4:00 p.m. via Zoom. Alyson will forward the Zoom meeting information to the Board so that we can join the meeting if possible.

Next board meeting: Wednesday October 21, 2020 at 9:00 am.

Adjourn: Snyder motioned to adjourn, 9:35 a.m., 2nd by Swan. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Alyson Jones.