

Alice Baker Memorial Library
Trustee Meeting
November 9, 2020
Approved Minutes

The November meeting of the Alice Baker Memorial Library Board was held virtually on November 9, 2020. Nancy Wilhelm, President, called the meeting to order at 5:05 pm, the time having been changed to accommodate the Joint Village/Town Budget Hearing.

Present at the meeting were: Town Trustees: Nancy Wilhelm, Trish Burstein, Irene Roberts and Crystal Shamsi; Village Trustees: Bruce Gunderson and Diane Williams, PESD Representative, Debbie Gordhamer and Village Representative Chris Lauterbach. Absent was Town Representative, Dan West.

Minutes: It was moved by I. Roberts, seconded by B. Gunderson, that the minutes of the October 2020 meeting be approved as distributed. The motion passed.

Consent Agenda: It was moved by B. Gunderson, seconded by T. Burstein that the consent agenda (list of checks written, Library Monthly Financial Report, Cardmember detail, Cardmember Summary, List of checks to be written and Treasurer's Report) be approved as distributed. The motion passed.

Village Representatives Report: The Joint Village/Town meeting is being held Thursday to approve the budget.

Town Representative Report: None

Director's Report: October was one day shorter than normal as far as reports go. The Flipster usage and the services included in Flipster were explained. Three staff members are currently out due to contact with others who tested positive for Covid 19. 900 people went through the library on election day. The library was closed for regular business and used as a staging area for Town Residents voting in person. Alli thanked Bruce who covered for library staff outside of regular library hours. Nancy thanked Alli on behalf of the board for all of the work she did to plan this and for the extra work she did on election day. The town purchased a wand to be used for disinfecting the library for covid and have given it to the library in appreciation for help with the election staging. Mukwonago HS has gone virtual due to staffing shortages. This is having a negative effect on our library numbers.

OTHER BUSINESS

Board President: N. Wilhelm reported the by-laws are not currently dated. She will add the notation: reviewed as of Oct 12, 2020. Strategic Planning: The strategic plan will be on the December agenda.

Bridges Library System: N. Wilhelm reported that they are continuing to meet virtually. The Board will be discussing tutoring in greater detail. Bridges will pay for the first six months of Hoopla.

Eagle Nature Trail—things are wrapping up for the end of the year. The Nature Trail depends on volunteers and this year volunteers weren't available.

COVID 19 (Current Plans and Future Plans)—numbers are very high in Wisconsin, so far, we are keeping service at the current level. Alli said that the State now says libraries can reduce the quarantine time for returned items and items from other libraries from 4 days to 2 days.

Action Item 2021 Annual Addendum to BLS/Member Library and CAFÉ Agreements. —This is the reformatting of numbers for our Member Library and CAFÉ Agreements. Everything has been approved. Diane will sign when her quarantine is up next week. (Board President and Secretary signatures needed.)

Library Board Vacancy-In the past, vacancies were posted and interviews were held. Nancy and Alli will discuss how to handle it tomorrow.

Action Item—Proposed Library Closings in 2021. Alli presented the proposed days that the Library would be closed. Holiday closings include: New Year's Day, Good Friday and Saturday (if scheduled to be open), Memorial Day, Independence Day, Labor Day, Thanksgiving Friday and Saturday, Christmas Eve and Christmas Day. In addition to these holidays, the Library can be closed for up to 16 hours of staff training.

Future Agenda Items: Bruce asked that Alli's evaluation be included as well as a discussion on what Alli will be doing regarding staff evaluations.

Bruce also mentioned that Alli has lots of vacation time coming because she did not take vacation time during the early days of COVID.

Next meeting Date: December 14 Annual Meeting at 6:00 pm, Monthly meeting at 6:30 pm.

Diane Williams
Secretary