

LIBRARY BOARD OF TRUSTEES MEETING

December 21, 2020

Virtual meeting using Zoom

The Board of Trustees of the Dodgeville Public Library met Monday, December 21, 2020, using Zoom for a virtual meeting online.

Present: Vanderloo, Howard, Decker, Rowan, Weber, McDonald via phone, Stangel; Carol Murphy, library staff.

Vanderloo called the meeting to order at 5:08 p.m. and, there being no objection, declared the meeting duly posted. Agenda for this meeting was declared approved and Minutes of the November meeting were declared approved as printed and sent out. There were no objections.

Old Business:

a. COVID-19 Adjustments. Book It & Bag It is still going well. Hours open are Monday through Friday, 10 a.m. to 6 p.m. and that has worked well as far as staffing. They get lots of request online and by phone, including lots of requests for assistance with various issues. They are also gaining new patrons. There is a link on the SWLS website for each library in the system to show what they are doing.

b. Outreach. The City Council approved renting the Sarah Owens Building at 301 North Iowa Street for the library annex. So far the windows have been decorated. The carpets need to be cleaned. Jerry Ayers has donated 2 leather chairs for the annex. They hope to be in by the end of January. There is a separate line item in the budget to cover the \$10,000 estimate for costs, which is funded half by the city and half out of the library budget. Rent is \$400 a month plus utilities and so far there are no additional expenses that she knows of. Lakeshore has a technology grant that will be used to hook the annex up with computer service. Carol Murphy briefly explained how they expect to use the floor space, including computers. Stangel explained how she hoped it to make it work and emphasized that this is a temporary measure because of the pandemic to give the library extra space.

Ridgeway outreach will be expanded. The library was asked if we would participate in the community building, the old Ridgeway school which the school district has sold to the village. Stangel said she gave them options. She offered the library to provide service one day a week and the SWLS library van will stop there. The village will have volunteers to run the reading room library the rest of the time they are open. Some children's materials will be left there by the school district, and our library will donate books too. She expects they will use the honor system for those materials. Dodgeville library materials will be checked out by library staff because they are the only persons who can have access to the Verso system for that purpose. Carol Murphy has not looked at the computers that remain there to see what they need. The day the library will staff has not been determined yet. Stangel said it could become a branch library down the road, but for now they are starting with the reading room, donated books and our library service that one day a week.

c. Grants. LSTA and CARES grants paid for the Wi-Fi out in the parking lot at the library and for the annex. The goal is to allow use of the library Wi-Fi 24/7. The electrician came to set up the library Wi-Fi, at a cost of \$380. They also got 5 webcams for use in the library and annex. The United Fund grand of \$750 was for adult programming, but the pandemic changed the plans so it was used to buy equipment for online programming. The UW Extension Food Wise grant will include the library, encouraging gardening and distributing seeds and instructions.

d. Strategic Planning. That is going well. There will be “homework”. They decided to focus on the next 5 years. One thing will be asking the public how COVID affected their use of the library and how people envision the library now. Stangel and Vanderloo will be asking the board for input as the process goes on.

e. Budget. The city passed the budget with what we presented. She will need to tweak it to track expenses of the annex.

f. Library Building Project. Nothing at this time.

New Business:

End of the Year Vacation Carryover. Stangel requested that she and Carol Murphy be allowed to carry over up to two weeks of vacation into 2020. Decker moved that we approve carryover of up to 2 weeks of vacation for Carol Murphy and Vickie Stangel into 2021. McDonald seconded the motion. Motion carried.

Librarian’s report:

Stangel reported that the SWLS is now at full staff, which is very good, so that the system can provide what we need. They have a new cataloging program that will save time and money. Stangel reported that online numbers are going up. Book It & Bag It is doing well. The circulation system is now corrected to show breakdowns of which townships are using our online resources. She will have year-end statistics for the next meeting.

Concerns and Comments of the Board:

Howard said the annex window displays are attractive. Stangel said that there is access for those with disabilities in the back of the building.

Treasurer’s Report:

Balance available, \$93,879.92. Decker moved that we pay bills in the amount of \$6,283.36. Second by Rowan. Stangel explained that the GFC charge was for the printer leasing. Motion to approve the bills for payment carried.

Stangel explained that the budget this year will be spent, so probably no carryover. However, carryover of about \$17,000 from previous years remains. \$5000 of that will be for the annex.

Next Meeting: January 18, 2020, immediately following the Foundation Meeting which will begin at 5:00 p.m.

Meeting adjourned at 6:03 p.m.

Respectfully submitted,

Nancy Howard