

Lodi Woman's Club Public Library Virtual Board Meeting

Mon, August 17th 4:30PM (CDT)

<https://us02web.zoom.us/j/89116954882?pwd=T20zblhUlcDM4b2FadzczcFVsZz09>

Meeting ID: 891 1695 4882 Passcode: 738028

1. PRESENT: Smith-Gallagher, Gajek, Poelma, Hunt, Clark, Miller, Chambers, Griffin
ABSENT: Miller, Heskin ALSO PRESENT: Alex LeClair
 2. INTRODUCTION OF VISITORS: N/A
 3. CORRESPONDENCE: N/A
 4. MINUTES FROM JULY 20, 2020 MEETING: Motion Poelma, second Clark to approve minutes as amended. Motion passed.
 5. TREASURER'S REPORT: Income on SCLS fund. Peg Hilliker Fund \$178,077 at SCLS and Board Fund balance at \$61,494 SCLS.
 6. LIBRARY BILLS: Total assets are at \$102,615. School purchased sneeze guards for \$800. Received \$500 from SCLS for programming. Remainder of theater renovation board funds deposited. Building repairs and Promo are overbudget. Utilities and wages are under budget.
 7. MONTHLY LIBRARY STATISTICS: Checkouts were better in July compared to months prior to COVID. 4472 checkouts, a 14% drop YOY. Materials added 5% drop, materials deleted 8% drop. YTD 10% drop for new card members compared to 2019. Computer use down 49% in 2020. Program attendees YTD down 59%.
 8. DIRECTORS REPORT: 2 new garbage cans added. Maintenance of grounds remains a concern. Ice Age Trail/hiking stick program occurred. Theater install complete. Sound and picture are excellent. Shelf and mini fridge added. Barco clickshare added to broadcasting laptop screen. Vault Renovation underway. Will be used as a prize room, staff break room and small meeting space. Current library is 7300 square feet. Based on current needs, new building need would be 14,000 square feet. Staff evaluations complete. Columbia County Plan for Library Services 2021-2025 completed.
 9. PRESIDENTS REPORT: Heskin intending to resign from board once he relocates. Will need both a replacement for his position on the board and as Treasurer. Beginning in September, committees updates will be added to the agenda.
 10. FRIENDS REPORT: Virtual run starting this weekend. T-shirt pick up scheduled for Friday.
 11. PANDEMIC UPDATE & DISCUSSION: 5-day delivery services will resume on Monday, August 24th. Staff has already signed the Employee Health Reporting agreement and will continue when adding staff. Board in agreement that a Communicable Disease Policy is not needed at this time with the use of the Employee Health Reporting agreement.
 12. STRATEGIC PLANNING UPDATE: Based on public input meeting and input from SCLS the 3 focuses are - 1. Community Connection (spaces, renovations, etc), 2. Community Resources (technology, materials etc). 3. Education Experiences (programs, podcasts etc). Survey created for community feedback both paper version and online version with QR reader. Would reach responses through flyers at Lodi Town Hall, Dane Town Hall, Reach Out Lodi, Associated Bank, Piggly Wiggly and the Chamber. Reach out to Lodi Enterprise to run information. Discussed adding demographic questions (age, location) to survey. Strategic planning committee will use board input to finalize the survey.
 13. PRELIMINARY BUDGET 2021: Presentation on what has been accomplished in 2019 and 2020 will be presented to all council members. 2021 desk receipts projected to remain the same as 2020. Based on 2019 expenses and circulation and 70% reimbursement rate, the projected funds from Columbia County is \$71,880. Most of the budget for 2021 is similar to 2020. Budgeting \$147,589 for wages. Proposing to move the library staff to the grades as outlined by the city's class and compensation study. Would ask for an increase of \$17,448 from the City to help align with the City Class and Compensation program. LeClair to discuss the responsibilities of building maintenance and cleaning with the City. Budget proposal to be re-addressed at September meeting.
 14. ADJOURNMENT: Motion Griffin, second Poelma to adjourn at 6:09 pm. Motion passed.
- Respectfully submitted,
Christina Smith-Gallagher, Secretary

