

**Columbus Public Library
Library Board Meeting
Tuesday, June 15, 2021
Phyllis Luchsinger Callahan Meeting Room**

Pete Kaland called the meeting to order at 5:03 p.m.

Present remotely: Lindsey Ganz, Pete Kaland, Sharon Eagan, Deb Haeffner, Nora Vieau, Jim Schieble, Sue Salter, Sara Sample, Trina Reid, Merry Anderson

Adoption of the Agenda: Jim moved and Nora seconded a motion to approve the agenda. Motion carried.

Disposition of Minutes: Jim moved and Sue seconded a motion to approve the minutes as corrected. Motion carried.

Financial Report: Finance Report: CD1 renewed 6/3/21. We received a \$2000 donation for the new main floor layout from Stephen & Evelyn Baus. The plan is to place a small recognition plaque in the area Nora moved and Sue seconded a motion to approve the financial report. Motion carried.

Approval of Bills: Bills of \$3,279.77 reported. Nora moved and Sara seconded a motion to approve bills. Motion carried. CPL was paying monthly the monthly Zoom fee until joining the Bridges Library System cooperative license—See May report. We are now paid through year end.

Director's Report: Clayton Brock, library assistant 1, resigned effective 9/13/21. Open position posted 6/14 with hope to have replacement hired and trained by Clayton's last day.

Summer Library Program has kicked off with Beanstalk registration. As of 6/11: 36 adults, 14 teens, 76 children and 28 future readers (new category). There was no big kick-off as usual but people signed up & helped others sign up. First in-person events--storytime on library lawn & children's craft project. Upcoming: Canning and Preserving 6/29 and author Diane Amato 7/22. Looking at how in-person programming will impact virtual as we move forward.

Received Latitude 43 quote of \$7500 total for Library and Annex HVAC repairs. See Unfinished Business.

The Personnel Committee met to finish draft of custodial job description and to update the Addendum to City of Columbus Personnel Policies and Procedures Handbook relative to vacation/holiday/sick time. See Unfinished Business.

SCLS All Directors Meeting held 5/20. On the agenda service priorities, 2022 budgets, Overdrive, PDF editing software, building needs assessment. Library

Staff meeting held 6/1 with blended in-person/virtual format to go over Summer Library Program.

After the successful Chad Lewis program last year, the Wausau Paranormal Research Society proposed an October event paranormal investigation of the library building. This is a legitimate organization. CPL could choose to remain anonymous.

Monthly and YTD stats presented in new simplified format.

President's Report: None

Friends of the Library: Pete asked that the Board express its appreciation for weeding, mulching and planting on the Library grounds. The Friends sold some of the removed plants which recovered the cost of the new plants. Book sales continue successfully. The Friends plans an in-person meeting in August.

Correspondence: See donation received in Financial Report. Acknowledgement sent.

Committee Reports: See Unfinished Business

Unfinished Business:

COVID-19 Procedures—Masks are now optional as tolerated, including staff; patrons are mostly masked; a few families are returning; staff accommodating requests. Sue moved and Sara seconded a motion to post signage that masks are highly recommended for unvaccinated patrons and staff. Motion carried.

Annex/Meeting Space—Draft of procedures presented and discussed; tabled to July

Fall programming—Tabled to July

Job Descriptions—Custodial position draft presented. Jim moved to approve. Sara seconded. Motion carried.

Library Employee Addendum—The proposed addendum, effective 7/1/21, applies to part-time benefit changes, specifically, paid time off becomes earned vacation, increased vacation hours based on years of service, paid sick leave and paid holidays. These policies differ from other city policies because CPL has year-round part-time employees. This benefit is important for recruitment and retention. Pete moved to approve the update to the Addendum to the City of Columbus Personnel Policies and Procedures Handbook. Deb seconded. Motion carried.

HVAC Maintenance—In response to question re: selection of Latitude 43, the City has designated the company as vendor. Two quotes received for Library, \$3,000, and Annex, \$4500. Lindsey will look at budget to determine if we have unused funds to allocate to the total \$7500 for both buildings. Nora moved to accept the proposals from Latitude 43. Jim seconded. Motion carried.

New Business:

Election of Officers-- Sue nominated the current board officers to be reelected. The chair called for additional nominations. Motion by Jim Schieble seconded by Deb to close nominations and have the secretary cast a unanimous voice ballot. Motion carried.

2021 Officers

President: Pete Kaland

Vice President: Nora Vieau

Secretary: Merry Anderson

Financial Secretary: Jim Schieble

Adjournment: Jim moved and Nora seconded a motion to adjourn. Motion carried.

Next scheduled board meeting July 20, 2021.

Respectfully submitted.

Merry Anderson, Secretary