

Angie Williams Cox Public Library Board

APPROVED MINUTES

August 5, 2021

CALL TO ORDER:

The meeting was called to order at 5:03 p.m. by Vice President Jim Kelly.

ROLL CALL:

Present: Sara Berger, Maude Bortz (arrived 5:09), Jim Kelly, Judy Skaar, Megan Kopfhamer, Joan Foster, Margo Pufahl, and Jason LeMay arrived at 5:15

Absent: Sandie Roberts, Vanessa Chapman,

WELCOME GUEST/S: None

VERIFICATION OF POSTING:

Posting of agenda was verified by Joan Foster.

AGENDA APPROVAL:

Motion/second by Skaar/Kopfhamer to approve agenda. Motion carried unanimously.

APPROVAL OF JUNE 3, 2021 MINUTES:

Motion/second by Skaar/Berger to approve the June 3, 2021 minutes. Motion carried unanimously.

BUSINESS FROM THE FLOOR (none):

MONTHLY REPORTS:

- **Endowment Board -- Jim Kelly**
 - No meeting

- **Village Board -- Vanessa Chapman:**
 - No report

- **Friends of the Library (FOL) -- Maude Bortz:**
 - September 25th -- author event
 - October 23rd -- author event (Joy Ribar)
 - Book Sale August 14th either out front or, if raining, in the 5th floor room

- **Library Management Report -- Joan Foster:**
 - Started Saturdays from 8 - 12. Beginning was good, but it has dwindled.
 - Circulation numbers went up in June
 - Summer program is going well. Will end August 16th
 - **Yoga on the Lawn** has averaged about 8 people
 - Card classes in July for the first time in a year; 7 students per session; August is already full
 - Looking for a place to have a Zoomba class; the upper floor will not structurally handle the bouncing
 - Appreciation afternoon was well attended
 - The virtual programs in combination with the Columbia County Libraries have been going well, but attendance has fallen off
 - Duct cleaning will happen the middle of September
 - Historic project is moving right along

– **Treasurer’s Report -- Margo Pufahl:**

- Expenses are in line
- Money will be drawn from the SCLS Foundation account to cover extra costs for books replacing those culled during the COVID period

COMMUNICATION AND SUGGESTION BOX: (public concerns):

- One request for more patriotic music for use
- A request for more large print westerns

APPROVAL OF VOUCHERS:

Motion/second by Bortz/Kelly to approve vouchers. Roll call vote carried unanimously.

OLD BUSINESS: Library Staffing

- Joan is now leaving on September 16. Kristie will monitor staffing needs and we may need to add an additional part-time person.

NEW BUSINESS:

- Wage Comparisons and budgeting discussion
 - Columbus advertised for a part-time employee starting at \$15/hour
 - Kwik Trip is starting employees at \$14/hour
 - This will be a budgeting discussion
- **EQUIPMENT USAGE -- STAFF:**
 - Motion/second by Bortz/Skaar to allow staff to make copies and send faxes free of charge as long as the usage doesn’t increase dramatically. Motion carried unanimously
- **OFFICE SPACE UPDATE:**
 - The current office is not suitable for two people to work at the same time.
 - The staff is requesting to enlarge the office into the area directly to the east of the current office.
- **NEW CDC GUIDELINES for MASK MANDATES:**
 - Still keeping a close eye on the situation. It changes daily.
 - Columbia County Health will be monitored closely for recommendations

AGENDA ITEMS FOR CONSIDERATION FOR THE NEXT MEETING:

- Library staffing
- Meeting with Vanessa Chapman

ADJOURNMENT:

Motion/second by Bortz/Kelly to adjourn. Motion carried unanimously.

Meeting adjourned at 5:52 p.m.

NEXT MEETING:

September 2, 2021 at 5:00 p.m.

Respectfully submitted

Margo Pufahl, Recorder

Angie W. Cox Public Library