

## Angie Williams Cox Public Library Board

### APPROVED MINUTES

September 2, 2021

#### CALL TO ORDER:

The meeting was called to order at 5:02 p.m. by president, Jason LeMay

#### ROLL CALL:

Present: Jim Kelly, Judy Skaar, Megan Kopfhamer, Sandie Roberts, Vanessa Chapman, Joan Foster, Kristie Nielson Corning, Margo Pufahl, Jason LeMay, and Sara Berger (arrived at 5:05)

Absent: Maude Bortz

#### WELCOME GUEST/S: None

#### VERIFICATION OF POSTING:

Posting of agenda was verified by Joan Foster.

#### AGENDA APPROVAL:

Motion/second by Kelly/Roberts to approve agenda. Motion carried unanimously.

#### APPROVAL OF JUNE 3, 2021 MINUTES:

Correction to the minutes: The Friends did NOT underwrite the Yoga on the Lawn. Motion/second by Skaar/Kopfhamer to approve the August 5, 2021 minutes with corrections. Motion carried unanimously.

#### BUSINESS FROM THE FLOOR (none):

We would like to add the addition of some lighting. This will be discussed under New Business.

#### MONTHLY REPORTS:

##### – Endowment Board -- Jim Kelly

- Discussion on the purchasing of the property on the west side of the alley.
- The new tables and chairs store on the side of the room; old tables and chairs are back in the shed.
- Some changes to the insurance on the building have been made.

##### – Village Board -- Vanessa Chapman:

- Nothing to report at this point in time.

##### – Friends of the Library (FOL) -- Sandi Roberts:

- Have always had really good attendance for our author events. Two more are scheduled.
- Book sale on August 14th. The final total was approximately \$416 for profit.
- Planning another book sale during the "Holiday on the Lakes" event in November.
  - Sold all children's books for 25 cents.
- Several boxes were donated to various organizations.
- There is an abundance of books for the sales.

##### – Library Management Report -- Joan Foster:

- Sticking with schedule; Saturday numbers are still very low. Only 4 people came in last Saturday
- Held two summer programs this year. Total of 46 people engaged in the programs. Kids program had a lot of activities bringing kids into the library. 22,519 minutes of reading were logged.
- Summer program was underwritten by the Friends (\$400).

- Two more virtual programs coordinated by the Columbus Library. One on 1-room schools in September and in October the Wausau Paranormal Society will report on their findings in area libraries.

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

- We are in line with the budget.
- We are projected to be over on wages and library materials which will be offset by underage in other areas or securing funds from SCLS.

**COMMUNICATION AND SUGGESTION BOX: (public concerns):** None

**APPROVAL OF VOUCHERS:**

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

**OLD BUSINESS:**

- Personnel
  - An overview of a proposition to increase the salaries and set up a system with job descriptions and steps for employees. A review of area salaries show the library to be significantly below other employees in the area.
  - Current staff will be integrated into this proposed structure.
  - We will put several scenarios together to bring to the October meeting to decide what to request for funding from the Village.
- Office Space
  - Discussion on whether the Endowment Board was willing to have the work done to accomplish this modification to the office space.
  - Furniture will be funded through our endowments.
- COVID Numbers in Columbia County
  - There has been a jump in cases.

**NEW BUSINESS:**

- **Library Events/Mask Mandate**
  - At this point in time, patrons are asked to be masked in the library.
  - Should small groups be required to be masked when using the building (yoga, book club, card classes, etc.)?
  - Motion/second by Kopfhamer/Chapman to have all groups who use the building wear masks. Motion carried unanimously.
- **Logo Re-design:**
  - Working with SCLS designer to assist in a new logo which will be used on the internet.
- **Request to purchase task lights** to allow the card classes to move from the basement, spending no more than \$350. Motion/second by Kopfhamer/Chapman for the purchase of the lights not to exceed \$350 for the adult programming.

**AGENDA ITEMS FOR CONSIDERATION FOR THE NEXT MEETING:**

- Personnel, logo, extended hours for author event/s in October/November

**ADJOURNMENT:**

Motion/second by Kopfhamer/Roberts to adjourn. Motion carried unanimously.

Meeting adjourned at 6:16 p.m.

**NEXT MEETING:**

October 7, 2021 at 5:00 p.m.

Respectfully submitted

Margo Pufahl, Recorder

Angie W. Cox Public Library