

MINUTES OF THE JUNEAU PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, March 10, 2021

President Eileen Gratton called the meeting to order at 5:03 PM. Present were Eileen Gratton, Alderperson Paul Shanks, Wendy Jo Smedema, Jenifer Hirschfeld, Kay Marose, Supt. Annette Thompson, and Library Director Jannette Thrane.

Public Comment:

None

Agenda:

-A motion to approve the agenda was made by P Shanks and seconded by J Hirshfield. Motion carried.

Minutes:

-A motion to approve the minutes of the February 10, 2021, meeting was made by A Thompson and seconded by K Marose. Motion carried.

-A motion to approve the minutes of the February 24, 2021 meeting was made by P Shanks and seconded by J Hirshfield. Motion carried.

Budget:

-Library Director Jannette Thrane shared the monthly expense reports along with the year-to-date city expenditures.

Financial:

-A motion to approve payment of the bills from Feb. 10-March 9, 2021, was made by P Shanks and seconded by K Marose. Motion carried.

-A motion to approve the February 2021 Treasurer's Report as corrected was made by A Thompson and seconded by E Gratton. Motion carried.

-Year-to-date Board expenditures were shared.

Building/Grounds:

-Library Director Jannette Thrane shared the Preventative Maintenance Service Agreement with J&H Controls. A motion was made by A Thompson and seconded by P Shanks to approve the three year contract. Motion carried.

-Collection of roofing bids will need to be done soon. The City has approved a loan to cover the Capital Projects. The Board discussed if we or the City has the final say on the bid for the roof. Library Director Jannette Thrane will check state statute to see where the authority lies.

-The seal coating of the parking lot is to be done in 2021. Shawn Hart asked that it not be scheduled until the City has planned out any sealcoating they would like done at the same time.

-The City of Juneau is requiring a Certificate of Liability from each vendor that does work for the City. Currently Wayne Zamzow, who has been working on our landscaping, does not have one. The City has been contacted if we can still use his services.

-Rita Lamp sewed a cover for the video projector in the large meeting room. She was reimbursed for supplies.

-Numerous items from the storage closet in the large meeting room will be moved to storage in the City Hall basement.

Personnel:

-Library Director Jannette Thrane shared that both pages were up for their 6-month probation period review. A “standards for the job” evaluation tool will be used. If standards are being met, the \$0.50 raise that follows a successful 6-month probation will be applied to the March 22-April 3 pay period.

-All other staff will be evaluated using the same evaluation tool the City of Juneau uses for employee evaluations during March.

-Lisa Buhr has submitted her letter of resignation and her last day will be Saturday, May 8, 2021. A motion was made by A Thompson and seconded by P Shanks to purchase a gift not to exceed \$100 in cost. The gift will be presented at the April meeting. Motion carried.

Services & Programs:

-February programming stats were shared. A new format is being used.

-The March programming calendar was discussed. Currently the library is not handing out a monthly calendar.

-Year to date circulation totals were shared.

-Library Director Jannette Thrane shared that she received information on free virtual outreach programming covering various topics from the State of Wisconsin. She is waiting to hear back from them regarding what is available and may “test drive” a few programs this spring.

-Discussion about digital vs print subscriptions for Wall Street Journal, the Beaver Dam Daily Citizen and Watertown Daily Times. It was decided that all local papers would have print subscriptions.

Public Relations:

-Library Director Jannette Thrane shared that some children had signed up for the cartooning program held at the Community Center on March 15.

-The board room has been requested for use once. Criteria for use was posted.

-The Greater Watertown Community Health Foundation has “Responsive Grants” available. Library Director Jannette Thrane is looking for suggestions for a grant proposal. Please contact her if you have an idea.

-Library Director Jannette Thrane is looking for suggestions or people to contact who would like to share an interesting collection to place in the glass display case next to the main doors of the library.

Policies:

-Library Director Thrane shared a “Code of Conduct” policy for library patrons from 2013. Board members shared that there should be a more current policy available. Library Director Jannette Thrane is asking each Board member to review the Code of Conduct draft that was presented in February and bring suggestions to the April meeting to be discussed.

Monarch Library System:

- Kim Niesing will be full-time Monarch staff starting March 8.
- The 2020 Annual Report was signed and submitted to the MLS office.
- Library Director Jannette Thrane shared the 2020 Take and Make Kits through Monarch document.
- The 2020 By the Numbers infographic highlighting the Monarch system was shared.

Director’s Report: It was provided in printed form.

The next monthly meeting of the Juneau Library Board of Trustees will be held on Wednesday, April 14, 2021, at 5:00 pm.

A motion to adjourn at 6:09 pm was made by A Thompson and seconded by P Shanks. Motion carried.

Respectfully submitted,

Wendy Jo Smedema/Secretary

Disclaimer: These minutes are unapproved, and any corrections made thereto will be noted in the meeting at which they are approved.