

## **MINUTES OF THE JUNEAU PUBLIC LIBRARY BOARD OF TRUSTEES**

**Wednesday, April 14, 2021**

President Eileen Gratton called the meeting to order at 5:08 PM. Present were Eileen Gratton, Alderperson Paul Shanks, Wendy Jo Smedema, Kay Marose, Supt. Annette Thompson, Rosemary Smanz, and Library Director Jannette Thrane.

Absent: Jenifer Hirschfeld

### **Public Comment:**

-Recognized Lisa Buhr for 24 years of service at the Juneau Public Library.

### **Agenda:**

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

### **Minutes:**

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

### **Budget:**

-Director Thrane shared the monthly expense reports along with the year-to date city expenditures. She will be meeting with Shawn Hart to discuss the 2021 budget and how the budgeted expenses are measuring up with the actual expenses.

### **Financial:**

-A motion to approve payment of the bills from March 10-April 13, 2021, was made by K Marose and seconded by A Thompson. Motion carried.

-A motion to approve the March 2021 Treasurer's Report was made by E Gratton and seconded by P Shanks. Motion carried.

-Year-to-date Board expenditures were shared.

### **Building/Grounds:**

-Collection of roofing bids will be done by the City on behalf of the library. The bids will be brought to the Board for discussion and approval of the contractor.

-The City of Juneau is requiring a Certificate of Liability from each vendor that does work for the City-if the amount of the amount is over \$600. Wayne Zamzow will be contacted to landscape around the LED sign.

-Numerous items from the storage closet in the large meeting room were moved to storage in the City Hall basement. It was discussed that there is a need to build shelves to move items off the floor. Shawn Hart suggested having DPW build the wooden shelves. Library would have to pay for materials and labor. P Shanks suggested that the Library purchase the materials and have the Board (those able to help) build the shelves. The Board agreed.

### **Personnel:**

-Director Thrane shared that both pages were moved up to a new rate after the probationary period.

-Lisa Buhr's last day will be Saturday, May 8, 2021. Numerous recognition opportunities were shared. The Library Board recognized her at tonight's meeting, City Council/Mayoral recognition will be on April 20, and Public recognition will be the week of May 3-7.

-Karla Zimmerman will be the new Adult Services Librarian. She is currently a Library Page.

### **Services & Programs:**

-March programming stats were shared.

-The March programming calendar was shared.

-Year to date circulation totals were shared.

### **Public Relations:**

-Director Thrane shared that the "You Too Can Cartoon" program in partnership with the Juneau Rec Dept which was held at the Community Center on March 15 was a success. She wished for more participation and will work on marketing if host a program like this again.

-The large meeting room has been requested a few times for public use. It was decided to open the room to 50% capacity and no food or drink be permitted.

-The System Delivery Managers have decided to stop the quarantining of materials.

-Governor Ever's mask mandate was overturned on March 31. It was discussed that the signage at the entrance should be changed to state that masks are "recommended". Director Thrane will change the signage.

-Director Thrane and the Dodgeland Library Media Specialist have been in discussion about how the school can support the summer reading programs. Marketing materials will be shared with the school before the end of the school year.

-Director Thrane is working with Christy Mindt from Clearview on how to spend the \$1000 that is appropriated to the Library on materials that support the residents.

-Director Thrane shared that she has been contacted to co-coordinate the Monarch Library System Booth at the Dodge County Fair. It was discussed if the fair was going to be held.

### **Policies:**

- The review of the current "Code of Conduct" policy for library patrons was tabled until next month.

### **Monarch Library System:**

-Kimberly Young's last day as Monarch Library System's Director was Fri., April 9th. A Director Search Committee was created.

-Director Thrane shared a Menu of Services that was created by MLS showing the support our library received by being a part of the Monarch Library System.

**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, May 12, 2021, at 5:00 pm.

A motion to adjourn at 6:10 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.