

MINUTES OF THE JUNEAU PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, May 12, 2021

President Eileen Gratton called the meeting to order at 5:04 PM. Present were Eileen Gratton, Jenifer Hirschfeld, Supt. Annette Thompson, Rosemary Smanz, and Library Director, Jannette Thrane.

Absent: Alderperson Paul Shanks, Wendy Jo Smedema, & Kay Marose

Public Comment:

-None

Agenda:

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

Minutes:

-A motion to approve the minutes of the April 14, 2021, meeting was made by E Gratton and seconded by R Smanz. Motion carried.

Budget:

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

Financial:

-A motion to approve payment of the bills from April 14-May 11, 2021, was made by A Thompson and seconded by R Smanz. Motion carried.

-A motion to approve the April 2021 Treasurer's Report was made by E Gratton and seconded by R Smanz. 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 City has a RFP document accessible from the City's website. The deadline for submission of bids is Friday, May 28. The bids will be brought to the Board for review at the next Library Board of Trustees' meeting on June 9. The board will approve their contractor of choice and bring the recommendation to the City. Director Thrane will coordinate with Clerk/Treasurer, S Hart, on the timeline of submitting this recommendation to the proper City's committee(s), if necessary.

-Director Thrane has contacted all the gutter companies that submitted quotes in the fall of 2020. The deadline for these companies to resubmit any new quotes is the same as the roofing bids; Friday, May 28.

-The beginning stages of the library parking lot sealcoating project have begun. Cracks have been cleaned and sealed and the sealcoating will be scheduled later this summer when the

weather warms up. The City desires to coordinate the sealcoating of the library parking lot with other City sealcoating projects scheduled for this summer.

-Wayne Zamzow will be contacted to design the landscaping around the LED sign.

-In April the Board agreed that the Library would purchase materials to build shelving in the basement of City Hall for library storage. The Board (those able to help) would build the shelves. Mayor Wagener suggested hiring a handyman to do the work. Director Thrane will discuss this option with Alderperson, P Shanks, as he is skilled in woodworking and will be able to give wise counsel in this area.

Personnel:

-The Board reviewed Exhibit A containing the starting date, starting wage, and post-probationary wage increase for K Zimmerman, new Adult Services Librarian. A motion to approve Exhibit A was made by A Thompson and seconded by J Hirschfeld. Motion carried.

Services & Programs:

-April programming stats were shared.

-Upcoming May programming was discussed. Director Thrane shared that JPL will be partnering with three other Monarch Library System libraries (Mayville, Beaver Dam and West Bend) to bring the World Record Holder, John Collins, to our patrons virtually on Wednesday, May 26. Attendees will learn to fold two different designs while also learning about basic aerodynamics from John. The Friends of the Juneau Public Library is covering Juneau's share of the presenter's cost (shared between the four libraries).

-Director Thrane shared that the 2021 Summer Reading Challenge will launch on Monday, June 7. Patrons may pre-register on Tuesday, June 1. The first 100 people to register will receive a color-changing cup with the newly designed Juneau Public Library's logo on it, in addition to a "Tails & Tales" bookmark. The library will, once again, be using the Beanstack app for management of the Summer Reading Challenge.

-Year to date circulation totals were shared.

Public Relations:

-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 and students will be encouraged to get a library card so they can continue to use the SORA app provided by the school district over the summer. Summer reading program information will also be sent home with St. John's Lutheran students before the end of the school year.

-Director Thrane is continuing to work with Christy Mindt from Clearview on how to spend the \$1,000 that is appropriated to the Library on materials that support the residents.

-Director Thrane will be meeting with the Monarch Events and Marketing specialist and the Fox Lake library director to begin planning for the Monarch Library System booth at this year's Dodge County Fair. The Dodge County Fair is August 18-22.

-Director Thrane, Shamus O’Riley, and Shawn Hart are communicating with the Juneau Chamber of Commerce and the Beaver Dam Chamber of Commerce about bringing outdoor movies to Juneau. The Juneau Parks & Rec. director, Shamus, received a \$1,000 grant to be used towards start-up expenses for an outdoor movie. The Beaver Dam Chamber of Commerce has already purchased some equipment as they provided outdoor movies to their community in 2020. Director Thrane and S Hart will be attending the next Juneau Chamber of Commerce meeting on May 17 to discuss partnership ideas.

Policies:

-The board reviewed the current “Code of Conduct” policy for library patrons. The board suggested keeping the bold print and bullet points that listed the prohibited behaviors. The board discussed the ages of children listed in the “unattended children” portion of the policy. No age changes were made, however some clarifying wording was suggested. Other minor wording changes were suggested and Director Thrane will bring a draft of the updated policy to the board at the June meeting.

Monarch Library System:

-Director Thrane informed the board that the search for a new Monarch Library System Director is still underway. No applications have been submitted to the search committee for review.

-Director Thrane informed the board that a new version of the Monarch2Go app was launched on Monday, May 3. She encouraged the board to download the app on their own devices and to share it with as many people as they can. There are features that Director Thrane will consider enabling once the library staff have been fully trained.

Director’s Report: It was provided in printed form. Director Thrane informed the board that she will be on vacation the week of May 31 – June 6.

The next monthly meeting of the Juneau Library Board of Trustees will be held on Wednesday, June 9, at 5:00 pm.

A motion to adjourn was made by E Gratton and seconded by J Hirschfeld. Motion carried. The time of adjournment was, unfortunately, not recorded.

Respectfully submitted,
Jannette Thrane/Library Director

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