Library Board Minutes
December 12, 2019

Members present: Stephen Balda, Linda Bruun, Natalie Buckner, Kate Campbell, Jolene McBride, Tom Seamonson, Dana Westedt; Also present, Richard Braun, Director Kucher

Call to Order: McBride called the meeting to order at 6:31 p.m.

Approval of the Agenda: Campbell moved approval of the agenda, Buckner seconded, all approved.

Minutes of the November meeting: Westedt moved to approve the minutes Bruun seconded. All approved.

Finance Report: Campbell presented finance report. Seamonson moved to approve the report, Bruun seconded. All approved

Bills: $11,978.25 was expended from Library Operating. Bruun moved to approve the bills. Buckner seconded. All approved.

Director's Report: Kucher presented the report, showing November Circulation was 16,498 with 12,378 visitors. 3,296 uses of the library's computers and wireless access in November. 51 programs had an attendance of 767 people during the month. ILS Upgrade took place 12/9. Staff have been working on the new system, reporting errors to SCLS as they occur. Most services were available at the time of the meeting. End of year expenditures will include purchase of RFID tags and tagging equipment. The monthly Cuando Cuentas Cuentos family program will continue in 2020 with Language Services Del Norte. Study rooms were used 65 times during the month, members of the public used the meeting, story and community rooms 23 times, with the library using the spaces 50 times during November

General Business: Kucher presented a request for reconsideration by Richard Braun. Mr. Braun discussed his role as chapter leader with the Weston A. Price Foundation and his desire to donate copies of Wise Traditions journal following Kucher's refusal of the donation; after some discussion, Balda moved to table the item until Board members had time to evaluate the source further. Westedt seconded. All Approved; Kucher will place on the agenda for the January 9 meeting. Kucher presented a proposal for replacement of the Microfilm Machine; The amount of $8375.00 will be expended from 2019 operating funds. Kucher demonstrated CivicClerk software and log-in portal.

Adjournment: Moved by Campbell. Seconded by Bruun. All approved.

Reedsburg Public Library
Library Board Minutes
January 9, 2020

Members present: Steve Balda, Natalie Buckner, Kate Campbell, Linda Bruun, Joleen McBride, Tom Seamonson, Dana Westedt; Also present, Sue Ann Kucher, Library Director

Call to Order: President McBride called the meeting to order at 6:32 p.m.

Approval of the Agenda: Bruun moved to approve the agenda as presented. Seamonson seconded. All approved.

Minutes of the January meeting: Balda moved to approve the minutes of the December meeting. Buckner seconded. All approved

Finance Report: Campbell presented the Finance Report. Seamonson moved to approve the report as presented. Bruun seconded. All approved.

Bills: $43,508.28 was expended from Library Operating for 2019 bills in December. Campbell moved to approve the bills. Westedt seconded. All approved.

Director's Report: Kucher presented the report, showing Circulation of 15,383 items in December, 12,717 library visitors and 627 program attendees. New ILS system continues to be a work-in-progress. Program planning is underway for Spring and Summer; Friends annual meeting was held 1/5; highlights include pledged funds for replacement of Community Room window coverings, upcoming Pi(e) Day Sale on 3/14 and planning for National Library Week Activities, April 19-25.

General Business: Board discussed Reconsideration Request for Wise Traditions, submitted by Richard Braun. The Board expressed appreciation for Mr. Braun's interest in donating materials and recommending items for the collection. Bruun moved to uphold the Director's decision not to add the journal, with the recommendation that the Library review current holdings on nutrition and holistic healing to ensure that a wide variety of current sources are available. Buckner seconded. All Approved

Adjournment: Moved by Campbell. Seconded by Bruun. All approved.

Reedsburg Public Library
Library Board Minutes
February 13, 2020

Members present: Steve Balda, Natalie Buckner, Kate Campbell, Linda Bruun, Tom Seamonson, Dana Westedt; Also present, Sue Ann Kucher, Library Director

Call to Order: Vice-President Balda called the meeting to order at 6:35 p.m.

Approval of the Agenda: Campbell moved to approve the agenda as presented. Seamonson seconded. All approved.

Minutes of the January meeting: Westedt moved to approve the minutes of the January meeting. Bruun seconded. All approved

Finance Report: Campbell presented the Finance Report. Buckner moved to approve the report as presented. Westedt seconded. All approved.

Bills: $825.06 was expended from Library Operating for 2019 bills in December. $64,208.92 was expended from 2020 Operating Funds. Campbell moved to approve the bills. Bruun seconded. All approved.

Director's Report: Kucher presented the report, showing Circulation of 17,367 items in January, 12,973 library visitors and 588 program attendees. New ILS system continues to be a work-in-progress. Staff Inservice to be held February 17 will address the new ILS system and customer service topics. Program planning is underway for Spring and Summer; Friends of the Library are working on upcoming Pi(e) Day Sale on 3/14, spring Friends' newsletter and planning for National Library Week Activities, April 19-25.

General Business: Kucher presented the draft 2019 DPI Annual Report for approval. Bruun moved to authorize McBride to sign the report in order to meet the DPI deadline, with the finalized report to be presented in March. Seamonson seconded. All Approved. Kucher brought the topic of Friends of the Library-funded projects for discussion, inquiring whether the Board would like formal proposals for special projects developed with staff and Friends' input. Kucher will continue to develop projects with staff and update the Board as has been done in the past.

Adjournment: Moved by Campbell. Seconded by Seamonson. All approved.

Reedsburg Public Library
Library Board Minutes
March 12, 2020

Members present: Steve Balda, Natalie Buckner, Kate Campbell, Linda Bruun, Joleen McBride, Tom Seamonson, Dana Westedt; Also present, Sue Ann Kucher, Library Director

Call to Order: President McBride called the meeting to order at 6:30 p.m.

Approval of the Agenda: Campbell moved to approve the agenda as presented. Seamonson seconded. All approved.

Minutes of the February meeting: Bruun moved to approve the minutes of the January meeting. Westedt seconded. All approved

Finance Report: Campbell presented the Finance Report. Seamonson moved to approve the report as presented. Buckner seconded. All approved.

Bills: $10,547.47 was expended from 2020 Operating Funds. Campbell moved to approve the bills. Bruun seconded. All approved.

Director's Report: Kucher presented the report, showing Circulation of 17,809 items in February, 12,723 library visitors and 990 program attendees. RFID tagging equipment is installed and operational on the Tech Services computer. Friends of the Library Pi Day sale scheduled for 3/14. City looking into possibility of electronic entry system for all buildings; will bring to April meeting for discussion. Staff have begun to work with WiLS for strategic planning; management team provided a document to address best practices for dealing with the current COVID-19 concerns, including preparations for program cancellations, social distancing and cleaning protocols.

General Business: Kucher presented recommendation for SCLS to submit reimbursement requests on the Library's behalf. Campbell moved for approval, Westedt seconded, all approved. Kucher presented changes to Circulation Policy; LB moved to approve as changes as presented. Westedt seconded, all approved. Kucher presented updates to AV Equipment policy. Buckner moved to approve as presented, Seamonson seconded, all approved. Campbell moved to approve option 1 of window overlay proposal, Seamonson seconded, all approved. Kucher presented 2019 Annual Report for final approval. Westedt moved to approve. Bruun seconded. All approved.

Next meeting to be held 4/16/2020 at 6:30 p.m.

Adjournment: Moved by Campbell. Seconded by Seamonson. All approved.