

**Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday, November 18, 2020**

President Dombrowski called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:30 PM.

Trustees Present: Dombrowski, Jensen, Sell, Unger
Excused: Amidzich, Huberty
Also Present: Van Klooster- Library Director;
Reinke, Nieth, Fantetti, Schumacher, Jordan, Wawer-Library Staff

Library Director Van Klooster stated that the Agenda for this meeting had been published in compliance with the Open Meetings Law.

PUBLIC COMMENTS (1)

NONE

APPROVAL OF THE MINUTES

Trustee Sell moved, Trustee Jensen seconded approval of the October 21 2020 Regular meeting and November 11 2020 Special meeting minutes.

Ayes: All

Noes: None

Motion : Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: October 2020

Jensen inquired if charges categorized as 'COVID SUPPLIES' are reimbursed by the CARES Act. Van Klooster said that they are, revenue is already reflected in a new Revenue account line in the Revenue/Expense Report.

Trustee Jensen moved, Trustee Unger seconded approval of the October 2020 expenditures in the total amount of \$6314.97

Ayes: All

Noes: None

Motion : Carried

REVIEW OF FINANCIAL STATEMENTS

a) Revenues and Expenditures to Actual Comparison: October 2020

Van Klooster noted that there are still upcoming planned large encumbrances for this year, indicated in red on the report.

b) Balance Sheet: September 2020

UNFINISHED BUSINESS

a) Discussion and possible action on Library Response to COVID-19

Van Klooster reviewed current staffing and workflow impacts both internal and from MCFLS delivery staff illness. He shared thoughts about handling a worst-case scenario where so many staff are unavailable due to illness that library service would need to be curtailed. He said it seems unlikely that Greendale Health Department guidance will refer to Phase changes in the future, so Library Board Trustees must take more independent action in service decision-making as the virus spreads in our community. Trustees in attendance unanimously agreed that they would rather see the library respond nimbly to absences, like some businesses do, rather than plan to reduce services and staffing in advance.

Van Klooster said he has instructed staff to plan virtual programs for winter. He pointed to the *Wisconsin Public Library Reopening Guide* excerpt in the packet to show the kinds of considerations libraries would make when returning to in-person programming.

Sell shared that its very likely that Dickens of a Village will be canceled due to lack of support from the Public Celebrations Committee. It will be discussed at a special Village Board meeting in the next week.

No action was taken on this item.

b) Discussion and possible action on 2021 Library Budget

Jensen reviewed highlights of the budget submitted earlier in the day by Van Klooster for approval. She said she discussed it with Brian in detail and felt that all options were considered carefully. She encouraged the Board to take action because this budget scenario had already been reviewed by the Board at previous meetings and so that Library Staff have the information they need for planning. Dombrowski questioned a portion of the staffing budget allocation and advocated for reducing materials expenses in favor of preserving some employment. Unger asked for more time to review Van Klooster's submission and pointed out some accounting errors that should be corrected. Sell inquired about several account lines to see if additional funds could be pulled to preserve some employment.

Trustee Jensen moved, Trustee Sell seconded approving the 2021 Library Budget as presented by Van Klooster.

Ayes: Jensen, Sell

Noes: Dombrowski, Unger

Motion : Failed

Trustee Sell moved, Trustee Jensen seconded postponing budget approval to a future meeting.

Ayes: All

Noes: None

Motion : Carried

c) Statistical reports and charts

Van Klooster reviewed his memo and gathered feedback from Trustees about what types of reporting they find useful, and for what purposes. Discussion about relationship-building with Village Trustees ensued. Sell suggested that Van Klooster use his discretion to provide statistical detail to the Library Board, and noted the value of highlights, context and stories that build deeper understanding of library work. Unger said State DPI comparative data was informative. Dombrowski and Jensen said they would like to see patron visits and circulation over time.

NEW BUSINESS

NONE

INFORMATIONAL AND DISCUSSION ITEMS

- a) Director's Report: New Library Board member public contact method
- b) Library Staff Report: virtual program participation remains high
- c) President's Report: highlights of joint informal meeting with Village Manager and Library Director
- d) Friends/Foundation Report: November newsletter and annual membership renewal, fundraiser review from summer and fall, canvas bag fundraiser

CORRESPONDENCE

Letter from EJ Boris; Letter from Greendale Library reference staff

PUBLIC COMMENTS (2)

NONE

ADJOURNMENT

The meeting adjourned at 7:05 PM.