

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, March 16, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom, Katie Rosenberg, Kari Sweeney, Sarah Thurs, Ralph Illick

Excused: Mai Ger Moua, Scott Winch

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde

The meeting was called to order at 12:00 by Sharon Hunter.
Sharon Hunter welcomed visitors to the meeting.

A motion was made by Kari Sweeney to approve the Board of Trustee minutes from the February 17, 2020 meeting. Seconded by Sarah Thurs. Motion carried.

A motion was made by Gary Beastrom to approve the Bills & Services report for February 2020. Seconded by Kari Sweeney. Motion carried.

Public Comments – None

President – I would like to ask for a motion to add an agenda item. The item would be the review of the COVID-19 Operational Plan.

A motion was made by Sarah Thurs to add the item to the agenda. Seconded by Gary Beastrom. Motion carried.

The item will be added after the Committee Reports.

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.
The Toward One Wisconsin Conference in April has been postponed.

Board Committees – The Personnel Committee met in closed session to talk about some personnel issues last week.

Friends of the Library – Director Illick reported speaking to the Friends about potential disruption of services at the library.

MCPL Foundation – Director Illick met with the Foundation last week. Had a chance to speak with them about the Clark Island project.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet. Board Member Sweeney reported that the March meeting is postponed until April.

COVID-19 Operational Plan Template

We just received the template this morning. The leadership team met and put together the responses to this. I was hoping to have a conversation with this board on how we move together proactively. We have already begun, at the county level much more strict hygiene measures as far as cleaning the buildings. Milwaukee Public Library has closed their library for three weeks this morning, many of the libraries in our consortium and around the state are doing so as well. We are right now we have more than 50 people in this building. It would be my recommendation to follow those same principles and close the building beginning tomorrow, Tuesday, March 17 for three weeks. We will stay in communication with our Health Department. We do want to give staff options to stay home or work on special projects at the library.

A motion was made by Katie Rosenberg to close the library for three weeks. While working with County Administration along the way to make sure that communication is wide open and we are congruent with their expectations. Seconded by Kari Sweeney. Motion carried.

Staffing Challenges and the Fiscal Outlook for this Year and Next Year

What we are looking at for the upcoming year. We are going to see some challenges with the county's intake of tax receipts and this will affect us next year. We expect that we will be hearing sometime in fall. We have been operating with a lean staff. We don't have any extra people to fill in when there are vacations or illnesses. We have now changed out hours so we have more overlap with staff in branches. We have also added an additional five hours to four of the branches without giving the staff any additional hours.

This conversation will be on going.

No motion was made.

Facilities Update plus County Administration Conversation

There are moving pieces to this. We are looking at spring time for the roof. There has been a change in leadership at the Facilities and Capital Management Department and also at the County Administration level. We are seeing this as a bit of an opportunity. This morning there were emails exchanged with the leadership team at Facilities about having a sit down conversation.

Mosinee Update with Historical Society Communications

There has been communication with the City Administrator. There has been long term confusion as to what is library or property of the library and that of the Historical Society. In talking to City Administration, looking our policies and the law. It says since the building was given to us it is now ours along with the things in it. We would like them to come up with a request they believe they have rights to in the library. We are trying to work with the City and the Historical Society.

Year End Transfers (Earmarking Dedicated Funds)

Business Manager reported the final numbers have not been received from the Finance Department yet. We would like to move money into the book account and customer

services. This is to pay for some book expenses from last year due to problems with Baker and Taylor, the rest of the money will go into customer service. There is a large amount in

CIP because we are waiting to hear on the roof. The money in CIP can be used on carpeting or other improvements for the library.

A Motion was made by Gary Beastrom to accept the 2019 Year End Transfers to 2020 Customer Service and the Book Budget as presented. Seconded by Katie Rosenberg. Motion carried.

Athens Fair and Village Request

We have received a request from the Village of Athens. They would like us to be closed on the Saturday during their annual fair. This year the date would be Saturday, August 22.

Staples and Amazon Purchases – Finance Department Update

Because we do different kinds of programming, we use vendors that other departments in the County do not. Very often we use Amazon. We are seeing limitations on what we can and can't do through the Finance Department as far as purchasing through Amazon.

Task Force Update

The task force is slowly working their way trying to figure out what is the best choice for MCPL. We have to look at the two systems which are very different in some ways and come to a conclusion as to what is best for choice for this library. We are slowly working though the different services areas. Today we talked about the technology services and started talking about financials.

Announcements – None

Request for Future Agenda Items – None

A Motion was made by Katie Rosenberg to adjourn the meeting at 12:47 p.m. Seconded by Sarah Thurs. Motion carried.



Library Director