

**Marathon County Public Library**

**Director's Report**

**August 2020**

Included here are the "*Director's Activities*", "*Next Month Director's Activities*" and "*Library Projects, Programs, Events*" sections of the July 2020 Marathon County Public Library Director's Report, and agendas/minutes from April to June 2020.

**Director's Activities:**

6-15-20 MCPL Task Force Meeting #4  
6-15-20 Marathon County Public Library Board of Trustees Meeting  
6-19-20 Marathon County department Heads Meeting  
6-26-20 Extension, Education & Economic Development Committee Meeting  
7-10-20 Monthly agenda meeting with Library Board President  
7-20-20 MCPL Task Force Meeting #5  
7-20-20 Marathon County Public Library Board of Trustees Meeting  
7-24-20 County Department Heads Meeting

**NEXT MONTH DIRECTOR'S ACTIVITIES:**

7-20-20 MCPL Task Force Meeting #5  
7-20-20 Marathon County Public Library Board of Trustees Meeting  
7-24-20 County Department Heads Meeting  
TBD Policy reviews w/Managers  
TBD Monthly agenda meeting with Library Board President  
8-14-20 County Department Heads Meeting  
8-17-20 MCPL Task Force Meeting #6  
8-17-20 Marathon County Public Library Board of Trustees Meeting

**LIBRARY PROJECTS, PROGRAMS, EVENTS:**

Facilities Department coordinating roofing and structural repairs to commence within 2 weeks.

**UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:**

**Toward One Wisconsin**  
**RESCHEDULED for**  
**Nov. 12-13, 2020**  
**@ Radisson Hotel and Conference**  
**2040 Airport Drive Green Bay, WI 54313**

**Any other issues or items of note:**



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, April 20, 2020 at 12:00 noon  
Library Headquarters, Wausau Community Room.**

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Board of Trustee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Board of Trustee members and the public may attend this meeting by **computer or telephone conference**. If Library Board of Trustee members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by computer or phone may log or call into the **conference beginning five (5) minutes prior to the start time indicated above using the following website: <https://global.gotomeeting.com/join/545102133> or number: 1-877-309-2073. Access Code for dialing in: 545-102-133.**

When you enter the conference, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

**AGENDA**

1. (12:00 p.m.) **Call to Order**
2. **Acknowledgement of Visitors**
3. **Approval of Minutes**
4. **Bills and Services Report**
5. **The Public Comments Portion of the Agenda has Been Temporarily Suspended.**
6. (15 minutes) **Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
  - A. President
  - B. Other Board Members
  - C. Library Director
  - D. Board Committees
  - E. Friends of the Library
  - F. MCPL Foundation
  - G. Wisconsin Library Trustees & Friends (WLTF)
  - H. Wisconsin Valley Library Service
7. (10 minutes) **Update on Staffing and Projects throughout the County – For Discussion and Informational Purposes Only**
8. (10 minutes) **Update on Carpet, Roof, and other Facilities Projects – For Discussion and Informational Purposes Only**
9. (10 minutes) **Update on L.E.N.A – For Discussion and Informational Purposes Only**
10. (10 minutes) **Update on Task Force Meeting postponed until May– For Discussion and Informational Purposes Only**
11. **Announcements**
12. **Request for Future Agenda Items**
13. **Next Meeting Dates**
  - Monday 05/18/2020
  - Monday 06/15/2020
  - Monday 07/20/2020
  - Monday 08/17/2020
14. **Adjournment**

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, April 20, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastro (remote), Kari Sweeney (remote), Sarah Thurs (remote), Scott Winch (remote), Ralph Illick

Excused:

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, Ben Deitz, 3 Remote Visitors

The meeting was called to order at 12:02 by Sharon Hunter.  
Sharon Hunter welcomed visitors to the meeting.

**A motion was made by Kari Sweeney to approve the Personnel Committee Meeting minutes from the March 12, 2020 meeting and the Board of Trustee minutes from the March 16, 2020 meeting. Seconded by Sarah Thurs. Motion carried.**

**A motion was made by Sarah Thurs to approve the Bills & Services report for March 2020. Seconded by Kari Sweeney. Motion carried.**

Public Comments – Temporarily Suspended

President – No Report

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

Board Committees – No Report

Friends of the Library – Director Illick reported the sales have been temporarily suspended. The group has been coming in intermediately, the book sale room is filled with books.

MCPL Foundation – Director Illick reported they have not met, we are currently looking for some new members.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Board Member Sweeney reported there was a virtual meeting on Saturday. Everyone was grateful that the MCPL Taskforce cancelled their meeting for May.

Update on Staffing and Projects throughout the County

With the challenges we are facing with COVID-19, we have a few staff working from home. Most of the work we have is onsite, staff have been working on projects. Staff have been putting together virtual programming. This will better prepare us for when we do reopen to do some of our summer programming. It will evolve some and involve take home projects and crafts. There is no template to move forward on this, we have to be adaptable and flexible.

Some of the things we have been working on: We have completed inventory at the main library for the first time. We are working on inventory at branches now. There has been a lot of cleaning going on. Shelf reading has been moving along at the main library. Our support services team will start to cleanup incomplete database records.

Update on Carpet, Roof, and other Facilities Projects

We are working on re-carpeting the main library. As of now the entire first floor is done and a portion of second floor is left. If we do this right we will be able to upgrade the bathrooms next. There will be a conference call with Engberg Anderson. We will discuss replacing all of the public furnishings. The hardest part of the renovations was going to be the carpet and the bathrooms. We are working with our friends at the Facilities department and they are ready to get started on our roof, our windows and all of the structural problems we have around the roof. We might come out of this in the fall with a renovated building with new public furnishings.

Update on L.E.N.A

L.E.N.A is trying to pull the programming together through virtual means. They are having some success, they are trying to finish this semester out. Hopefully by the time the fall semester starts there will be more continuity.

Update on Task Force Meeting postponed until May

There was no meeting this month, hopefully there will be a meeting in May.

Announcements – None

Request for Future Agenda Items – None

**A Motion was made by Gary Beaström to adjourn the meeting at 12:23 p.m. Seconded by Kari Sweeney. Motion carried.**



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Library Director



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, May 18, 2020 at 12:00 noon  
Library Headquarters, Wausau Community Room.**

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Board of Trustee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Board of Trustee members and the public may attend this meeting by **computer or telephone conference**. If Library Board of Trustee members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by computer or phone may log or call into the **conference beginning five (5) minutes prior to the start time indicated above using the following website: <https://global.gotomeeting.com/join/271402493> or number: 1-866-899-4679. Access Code for dialing in: 271-402-493.**

When you enter the conference, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

**AMENDED AGENDA**

1. (12:00 p.m.) **Call to Order**
2. **Acknowledgement of Visitors**
3. **Approval of Minutes**
4. **Bills and Services Report**
5. **The Public Comment portion of the agenda has been temporarily suspended, pursuant to Marathon County Resolution # R-29-20, dated April 21, 2020, because the technology necessary to afford the public the opportunity to address the County Board, or its subgroups, during public Comment is difficult to guarantee, if a large number of individuals have elected to call in.**
6. (15 minutes) **Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
  - A. President
  - B. Other Board Members
  - C. Library Director
  - D. Board Committees
  - E. Friends of the Library
  - F. MCPL Foundation
  - G. Wisconsin Library Trustees & Friends (WLTF)
  - H. Wisconsin Valley Library Service
7. (15 minutes) **Gradual re-opening Logistics and Planning – For Discussion and Possible Action**
8. (10 minutes) **Update on Staffing and Projects throughout the County – For Discussion and Informational Purposes Only**
9. (10 minutes) **Finance Committee meeting from May 12 – For Discussion and Possible Action**
10. (10 minutes) **Update on Carpet, Roof, and other Facilities Projects – For Discussion and Informational Purposes Only**
11. (10 minutes) **Update on Engberg Anderson Project List/County Challenges – For Discussion and Informational Purposes Only**
12. (10 minutes) **Update on Task Force – For Discussion and Informational Purposes Only**
13. **Announcements**
14. **Request for Future Agenda Items**
15. **Next Meeting Dates**
  - Monday 06/15/2020
  - Monday 07/20/2020
  - Monday 08/17/2020
  - Monday 09/21/2020 – Mosinee Branch

16.

Adjournment

Signed: \_\_\_\_\_



Library Director

\*All times are approximate and subject to change

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and

FAXED TO: Other Media Groups

FAXED BY: H. Wilde

FAXED DATE: May 15, 2020

FAXED TIME: 11:25 a.m.

NOTICE POSTED AT COURTHOUSE

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, May 18, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom (remote), Kari Sweeney (remote), Sarah Thurs (remote), Scott Winch (remote), Ralph Illick

Excused:

Others: Matthew Derpinghaus, Leah Giordano (remote), Thomas O'Neill, Heather Wilde, Ben Deitz, Mark Arend, 8 remote visitors

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

**A motion was made by Sarah Thurs to approve the Board of Trustee minutes from the April 20, 2020 meeting. Seconded by Gary Beastrom. Motion carried.**

**A motion was made by Scott Winch to approve the Bills & Services report for April 2020. Seconded by Kari Sweeney. Motion carried.**

Public Comments – Temporarily Suspended

President – No Report

Other Board Members – No Report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

- Board Member Thurs had a question regarding the no-holiday programming policy. Director Illick explained that we have moved more toward seasonal programming celebrations than the holiday. That is more in line with what other public libraries do now.

Board Committees – No Report

Friends of the Library – Director Illick reported the Friends of the Library leadership team is still working in the book sale room, but they have suspended the sales. We are waiting for more guidance and they will reopen as the library does. Right now they are sorting and prepping for the next sale.

MCPL Foundation – Director Illick reported the Foundation was able to meet remotely. They are still looking for new members to join their board. They are looking forward to helping us with our next steps, we just have to define what they are.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet and Board Member Sweeney reported that DPI finalized a three year contract with Beanstack.



### Gradual re-opening Logistics and Planning

Last week the State Supreme Court ruling that added some challenges on how we would go about reopening, we have nine locations that are unique. For the reopening process, if we use the guidelines from the state for reopening we are still at safer at home, library service level 2. In order to get to level 3 we will need to receive some guidance. The recommendations for the sterilization of a bathroom, they are to be disinfected regularly. The only guidance we received from our health department was to use the CDC guidelines. We have done the following to prepare us; all public services desks have acrylic glass barriers, volunteers have made face coverings, hand sanitizer, cleaning materials. If we were to get directive from the Library Board it would take about two weeks to get each location ready.

**A Motion was made by Gary Beaström to Keep the libraries closed, continue doing curbside and virtual learning. In June there will be a plan to open up the libraries safely and a timeline when that would happen. Seconded by Kari Sweeney. Motion carried.**

### Update on Staffing and Projects throughout the County

We are still on track to get our projects completed. The carpeting is finished on first and second floors. We have challenges with the cooling system in the building and with the upcoming increase in costs for water with the City of Wausau.

### Finance Committee meeting from May 12

The Finance Committee is looking at a 5 million dollar shortfall for this year. We will be getting some further guidance from their team over the coming days.

No motion was made.

### Update on Carpet, Roof, and other Facilities Projects

We are still moving forward on projects. The third floor has been redone, the center walls have been removed. Whoever views the third floor as a potential partner will have a better view to envision the space. The roof and windows are still being discussed.

### Update on Engberg Anderson Project List/County Challenges

I have spoken with Engberg Anderson, they are ready to complete the plans for branches and the interior of Wausau. My suggestion is to hold the plans for the branches, just to see what the mandate will be from the County. My recommendation would be to ask Engberg Anderson to hold right now on the branches until we hear more word from the County about our new fiscal reality and get started on finishing what we have at the main library. It would consist mainly of public furnishings and moving collections.

**A Motion was made by Gary Beaström to Have Engberg Anderson move forward with the project for the main library and wait with branches until we know the fiscal impact from the County. Seconded by Scott Winch. Motion carried.**

### Update on Task Force

Mark Arend gave an update from the Task Force meeting. The committee went through the costs for system services and a spreadsheet was shared statistically comparing the two systems. It was discussed what the committee would like for the June topic.

Announcements – The September meeting is scheduled for the Mosinee branch, we will discuss this as the dates comes closer.

Request for Future Agenda Items – None

**A Motion was made by Sarah Thurs to adjourn the meeting at 12:55 p.m. Seconded by Gary Beastrom. Motion carried.**

A handwritten signature in black ink, appearing to read 'ERL', is written above a horizontal line.

Library Director



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, June 15, 2020 at 12:00 noon  
Library Headquarters, Wausau Community Room.**

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When you enter the conference, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

**AGENDA**

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2. **Acknowledgement of Visitors**
3. **Approval of Minutes**
4. **Bills and Services Report**
5. **The Public Comment portion of the agenda has been temporarily suspended, pursuant to Marathon County Resolution # R-29-20, dated April 21, 2020, because the technology necessary to afford the public the opportunity to address the County Board, or its subgroups, during public Comment is difficult to guarantee, if a large number of individuals have elected to call in.**
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  - A. President
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  - C. Library Director
  - D. Board Committees
  - E. Friends of the Library
  - F. MCPL Foundation
  - G. Wisconsin Library Trustees & Friends (WLTF)
  - H. Wisconsin Valley Library Service
7. (10 minutes) **Update Facilities Projects – For Discussion and Informational Purposes Only**
8. ( 5 minutes) **Update on L.E.N.A – For Discussion and Informational Purposes Only**
9. (20 minutes) **Partial reopening proposal for the board’s consideration – For Discussion and Possible Action**
- 10.(10 minutes) **Update on Staffing – For Discussion and Informational Purposes Only**
- 11.(10 minutes) **Update on Task Force – For Discussion and Informational Purposes Only**
12. **Announcements**
13. **Request for Future Agenda Items**
14. **Next Meeting Dates**
  - Monday 07/20/2020
  - Monday 08/17/2020
  - Monday 09/21/2020 – Mosinee Branch
  - Monday 10/19/2020

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, June 15, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom (remote), Kari Sweeney (remote), Sarah Thurs (remote), Scott Winch (remote), Michelle Van Krey (remote), Mang Xiong (remote), Ralph Illick

Excused:

Others: Matthew Derpinghaus, Leah Giordano (remote), Thomas O'Neill, Mark Arend, 8 remote visitors

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 May 18, 2020 meeting. Seconded by Sarah Thurs. Motion carried.**

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

Public Comments – Temporarily Suspended

President – No report

Other Board Members – No report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

Board Committees – No Report

Friends of the Library – No Report

MCPL Foundation – No Report

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – No Report

Update on Facilities Projects

Ralph Illick shared that Library staff working with the Facilities Department had finished the re-carpeting of the Wausau location, established a monitoring system to study water use in the cooling system, and recycle of long stored items that were no longer needed.

Update on L.E.N.A

Thirteen families were graduated during the spring programs, but there will be no summer programs. A determination will be made as to how best to restart the program in the fall.

Partial reopening proposal for the board's consideration

Ralph Illick discussed the presented plan for partial re-opening of both the branches and the main library. The emphasis will continue to be on both patron and employee safety while providing a method to make materials and computer time available for those who are ready to return.

**A Motion was made by Kari Sweeney to accept the presented proposal. Seconded by Sarah Thurs. Motion carried.**

Update on Staffing

While Marathon County does have a hiring freeze in effect, the library has been given permission to replace vacated necessary positions at three branches.

Update on Task Force

Mark Arend reported that the Task Force is making progress and the information is beginning to gel.

Announcements

Sharon Hunter welcomed the two new members, Michelle Van Krey and Mang Xiong, to their first meeting.

Request for Future Agenda Items – None

**A Motion was made by Scott Winch to adjourn the meeting at 12:38 p.m. Seconded by Sarah Thurs. Motion carried.**



\_\_\_\_\_  
Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for July 20, 2020.